

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
January 17, 2023

CALL TO ORDER

President Wolfe, presiding, called the meeting to order at 7:00 p.m.

Members Present: Rich Basofin, Alicia De La Cruz, Irene Hoffman, Rebecca Nathanson, Ashley Lapin Olian, Rob Olian, Bill Ott, Carol Wolfe, Peter Zotos

Members Absent: None

Others Present: Noah Apley, Cary Rositas-Sheftel, Pamela Siegel, Kim Stone, Heidi Smith

APPROVAL OF MINUTES

Trustee Hoffman moved and Trustee Lapin Olian seconded a motion to approve the December 13, 2022 regular meeting minutes, December 2022 Bill List, and December 2022 Financial Reports. The motion passed unanimously.

Ayes: Basofin, De La Cruz, Hoffman, Nathanson, Lapin Olian, Olian, Ott, Wolfe, Zotos

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Wolfe's report included the following:

- President Wolfe reported staff and trustees are required to complete online harassment and discrimination training every year. An email from a training platform will be sent by the end of the week. The training should be completed by the end of February.
- A list of the Board committees was sent out. A new Development Committee is being created and will be added to the calendar.
- Next month's tour will include the lower level and the archives.
- The City will be appointing a new student liaison as Noah Apley will be off to college in the fall.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith highlighted the following items from the written report included in the packet:
 1. The library will again host early voting for the April election. In addition, the library was asked to serve as a polling place on Election Day, April 4. President Wolfe offered help from the Board on Election Day.
 2. An addition to the report this month was tie-ins to the strategic plan, aspirations and goals. Director Smith highlighted two statistical statements. Door counts were up over 60% from 2021 but, unfortunately, it is still two-thirds of pre-pandemic numbers. Circulation has rebounded more quickly than door counts and program attendance. Trustee Zoto questioned whether this is consistent with other neighboring libraries. Director Smith reported it was anecdotally, but hard data will not be available until annual reports are completed and shared.
 3. The third page of the report included a statement on YTD circulation by format. Although circulation has fluctuated quite a bit over the last five years, it is rebounding and closer to 2019 than 2020. During this time, E-Book & E-Magazines combined with Download/Stream checkouts increased from 12% to 24% of total checkouts. Physical book

and magazine circulation in 2022 was very strong: 88% of the 2019 circulation and 93% of the 2018 circulation in the same category.

- Director Smith invited trustees to join the iRead kickoff at the Library on Saturday, January 21 from 9 a.m. to 2 p.m.
- Archivist Nancy Webster and Director Smith formalized the archive grant from Illinois State Library for a special collection of print and digital materials from the July 4th incident. Archive-It has crawled and returned over 18,000 documents so far.
- Director Smith asked Assistant Director Cary Rositas-Sheftel to report on the Strategic Plan. Ms. Rositas-Sheftel highlighted three items in the strategic plan: Updating the emergency manual and improving safety; enhanced services and communications in other languages; and enhancing community connections and supporting the community after the July 4th tragedy.

REPORT OF THE ARCHITECTURAL LIAISONS

President Wolfe reported she and Director Smith met with Studio GC architects last week. Rick McCarthy has been reviewing plans and statistics. He shared that the percentage of library cardholders and the usage of the youth department is below average. Director Smith stated that the youth fiction collection is one of the best performing collections even though it is the smallest collection. Each item is well-used and circulated more than other collections.

Mr. McCarthy also discussed using a construction manager versus an owner's representative. Discussion followed. Director Smith will collect more information on this to share with the trustees.

President Wolfe reported that an additional item that continues to come up is the need for additional staff workspace. The Board will need to consider this when reviewing the priorities of the project.

Trustee Olian questioned why the architect said he could not go east. President Wolfe responded that the structure would need to be raised and there probably won't be enough funding to expand both east and west. Trustee Olian suggested considering a free-standing building to the east for private uses such as the archives or the social worker. Director Smith reported the architects are looking into expanding parking to the east, and they are considering the best way to expand Youth Services.

Director Smith and President Wolfe talked to the architect about creating signage about the future expansion to post during Early Voting and Election Day at the Library. It will be a good opportunity to invite the trustees to engage with patrons and answer questions.

OLD AND NEW BUSINESS

None

ADJOURNMENT

Trustee De La Cruz moved and Trustee Zotos seconded a motion to adjourn the meeting at 7:45 p.m. President Wolfe, presiding, adjourned the meeting at 7:45 p.m.

Ayes: Basofin, De La Cruz, Hoffman, Nathanson, Lapin Olian, Olian, Ott, Wolfe, Zotos

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith, Ashley Lapin Olian