

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting - VIRTUAL
February 8, 2022

CALL TO ORDER

President Wolfe, presiding, called the meeting to order at 7:01 p.m.

ATTENDANCE

Members Present: Erik Anderson, Irene Hoffman, Ashley Lapin Olian, Rob Olian, Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

Members Absent:

Others Present: Robby Bringas, Pamela Siegel, Kim Stone, Heidi Smith

APPROVAL OF MINUTES

Ms. Hoffman moved and Mr. Olian seconded a motion to approve the January 11, 2022 minutes, January Bill List, the January 2022 Financial Reports, and the revised Whistleblower policy on the consent agenda. The motion passed unanimously.

Ayes: Anderson, Hoffman, Lapin Olian, Olian, Ott, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

Director Smith read an email comment from a Highland Park resident regarding an upcoming Library program. The resident was concerned that the program was promoting the Black Lives Matter organization.

REPORT OF THE PRESIDENT

President Wolfe's report included the following:

- President Wolfe thanked trustees for completing the sexual harassment training.
- Committee assignments were sent out to trustees last week. Please reach out to President Wolfe with questions.
- Three neighborhood meetings are scheduled during April and May. Director Smith will attend all the meetings and would like to be joined by one board member. Please let her know if you're interested.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith recognized staff member Jayme Oldham for her first contribution to Booklist, a published review.
- She has been working with the City Manager to formalize the timeline for the pending expansion project slated for 2025. Director Smith will email the document to the Board for review. The document will also be shared with members of the City Council. It is not a finite document. Many things will be determined when working with the architectural firm, including a parking study. The staff is working on creating a website within the website to inform the public about the project including elements of this timeline, priorities of the project, and frequently asked questions. Director Smith hopes to share a summary presentation with the Board at the March meeting and plans to make the FAQ's available prior to them becoming public.
- Trustee tours of the Library are scheduled for next week. City Council members will join the tours as well.

- Director Smith gave an update on the strategic plan project. The staff have been identifying projects, initiatives, and work they want to accomplish to further these goals. The first several steps in the process have been completed and are being reviewed. Following the review, staff will develop a quarterly report form to share with the Board. The goal is to share a report on the first quarter of 2022 in the April board packet.
- Ms. Hoffman questioned when the public will hear about the expansion. Director Smith reported that the design plan includes participation from the community. As part of the public review process, there will be an open solicitation for feedback through boards in the library and public tours. There will also be information in the Highlander, promotion in the newsletter, social media, website, and discussion in public meetings.

REPORT OF THE OPERATIONS & POLICY COMMITTEE

Mr. Olian reported the Committee met to discuss three items in the Personnel Policy: Dress Guidelines, the Benefit Schedule, and Paid Sick Leave. The Committee recommends removing the verbiage about jeans and athletic shoes under Dress Guidelines. Director Smith surveyed neighboring libraries and found the prohibition of jeans is not standard anymore. The recommended change in the Benefit Schedule gives some sick leave guidelines to employees who work less than 20 hours. The hope is that it will prevent employees from coming to work sick.

The special COVID supplemental sick leave policy will end February 15 since there is a COVID vaccine policy in place.

Mr. Olian suggested one change under the Paid Sick Leave. Instead of crossing out “stepchild” in line six it should be crossed out in line four.

Discussion followed regarding the length of sick time accruals.

Mr. Olian moved and Mr. Ott seconded a motion to approve the revised Personnel Policy effective February 21, 2022 as amended. The motion passed unanimously.

Ayes: Anderson, Hoffman, Lapin Olian, Olian, Ott, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

Mr. Olian reviewed the recommended changes to the Confidentiality of Patron Information policy. The main change was in the first paragraph which formerly quoted an incorrect quote from the statute. Director Smith decided to just recite the narrative form for the library’s purposes. The change in Paragraph 2 was because of paragraph 1.

Mr. Olian moved and Ms. Hoffman seconded a motion to approve Policy 201, Confidentiality of Patron Information policy as presented in the packet. The motion passed unanimously.

Ayes: Anderson, Hoffman, Lapin Olian, Olian, Ott, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

Mr. Olian reviewed the changes to Policy 202, the Materials Selection policy. The changes reflect Director Smith’s discussion with Library leadership about what really goes into the selection of materials. There is more of an emphasis on the needs of the community as opposed to permanent value of material. The second

Section goes beyond race and nationality to include diversity. It brings the policy into conformance with the way staff is selecting the materials to meet current community demand.

Mr. Olian moved and Ms. Hoffman seconded a motion to approve Policy 202, the Materials Selection policy, as presented in the packet. The motion passed unanimously.

Ayes: Anderson, Hoffman, Lapin Olian, Olian, Ott, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

Mr. Olian reviewed Policy 203, Request for Reconsideration of Library Materials. The first page reflects a change to reflect the proper title of staff to whom requests will be directed. On the form, the 2nd page, references to ALA, Library Bill of Rights, Freedom to Read, and Freedom to View policies were inserted.

Mr. Olian moved and Ms. Lapin Olian seconded a motion to approve the revised Reconsideration of Library Materials policy and form as presented in the packet. The motion passed unanimously.

Ayes: Anderson, Hoffman, Lapin Olian, Olian, Ott, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

OTHER COMMITTEE AND LIAISON REPORTS

Ms. Hoffman reported that the Friends met last week to discuss four major things:

- They approved Director Smith's request for furniture, display boards, programs, toys, and supplies for a total of \$20,898.
- The Friends also approved the purchase of six new book carts for their book sale.
- The Friends are planning one big book sale in June and two BOGO sales in the lobby.
- They have a credit card machine for big sales. They are starting a pilot program to use the credit card machine on Saturdays as well.

Director Smith reported the donation button for Friends has been activated on the Library website.

OLD AND NEW BUSINESS

Director Smith reported that about \$16,931 of furniture, mostly for Youth Services, was approved by the Friends of the Library. End panel display shelves for IRS costing \$188 was omitted from the Friends request. Director Smith would like to order 15, rather than 5, which is an additional \$500.

Mr. Anderson moved and Ms. Hoffman seconded a motion to approve the LFI furniture order at a cost not to exceed \$17,500. The motion passed unanimously.

Ayes: Anderson, Hoffman, Lapin Olian, Olian, Ott, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

Director Smith reviewed the elevator improvement report prepared by Jenkins & Huntington which includes specifications and quotes from several elevator firms. The third page shows the elevator bid comparison. Suburban, the library's elevator contractor for many years, is the lowest bid. In addition, the Facilities Manager and IT Systems Manager recommended a phone repair. Director Smith added 10% to

the quote of \$13,900, and then added \$2,080 for the travelling cable for the phone, Also, the Library will renew the service contract with Suburban.

Ms. Hoffman moved and Ms. Sawle-Knobloch seconded a motion to approve the elevator improvements and repairs with Suburban Elevator at a cost not-to-exceed \$17,500. The motion passed unanimously.

Ayes: Anderson, Hoffman, Lapin Olian, Olian, Ott, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

ADJOURNMENT

Mr. Ott moved and Ms. Hoffman seconded a motion to adjourn the meeting at 7:51 p.m. President Wolfe, presiding, adjourned the meeting at 7:51 p.m.

Ayes: Anderson, Hoffman, Lapin Olian, Olian, Ott, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith