

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting - VIRTUAL
April 12, 2022

CALL TO ORDER

President Wolfe, presiding, called the meeting to order at 7:00 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: Noah Apley, Robby Bringas, Pamela Siegel, Heidi Smith, Kim Stone

APPROVAL OF MINUTES

Ms. Sawle-Knobloch moved and Ms. Hoffman seconded a motion to approve the March 8, 2022 minutes, March Bill List, and the March 2022 Financial Reports 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

None.

REPORT OF THE PRESIDENT

President Wolfe's report included the following:

- President Wolfe reported the Board will follow the City's lead and begin in person meetings in May. Meetings may be attended remotely for three reasons: family emergency, personal illness, or business conflict. Now that the board is seven trustees, a quorum will be met with four members. A quorum for the committee meetings is two members. If a trustee is unable to attend, there is a hybrid set-up available.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith was invited to give a brief report of the library services at the City Council meeting Monday evening. It included year-to-date checkout data to reflect community use of the library, a program on the Russian invasion of Ukraine, and an upcoming program "Día del Niño," or "Day of the Child." "Dia del nino" is a Latin American cultural event in partnership with Highwood Public Library, Sister Cities Foundation, Working Together and Family Service of Lake County. The last item was regarding the possible expansion project of the library building in 2025. Director Smith shared a draft website to support community engagement with the staff today. She will send it out to the Board for preview it will be live next week on the library main website.
- Director Smith worked with City Manager Neukirch and signed an agreement to hold early voting at the library in June and November. It will be held in the Brenner room. Mr. Olian raised a concern about parking. Director Smith is working on improved communications about parking in all promotional materials about the event.

- Director Smith thanked President Wolfe and Mr. Olian for their help in forming a list of key points about updating the memorandum of understanding (MOU) with the Historical Society and the City. She reported that Historical Society President Rob Rotering requested using the library's address as the Historical Society's mailing address. It was added to the list of potential considerations.
- The first quarter strategic activities report was included in the packet. It summarizes the progress made to goal set by the strategic plan. A link was included to refer to the whole plan, if desired.

OPERATIONS AND POLICIES COMMITTEE

Mr. Olian reported the committee met last week to discuss the Freedom of Information Act which was included in the packet and a new Remote Work policy. Changes made to the FOIA policy were largely made to give guidance to those requesting documents. The Remote Work policy is still in progress.

Mr. Olian moved and Ms. Hoffman seconded a motion to adopt the Freedom of Information Act policy as presented in the board packet.

Mr. Olian reported that after the Committee reviewed the policy, they found charges for scanning are not permitted by the Act.

Mr. Olian moved and Ms. Lapin Olian seconded a motion to amend both documents to delete the two charges for scanned documents in order to be in compliance with State law and approve the revised Freedom of Information Act Policy and Form. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

OLD AND NEW BUSINESS

President Wolfe recognized Robby Bringas, student liaison, for the fantastic video he created about the library.

Director Smith reported that when the Library transitioned from Northern Weathermakers to Hill Mechanical for HVAC service, there was an approved project in progress with Northern for \$14,000. Northern had a Taco pump fabricated but declined to move forward with the project when the library started working with Hill. Northern also informed the Library that the quote they submitted was too low and would not cover installation. Hill proposed a quote for the installation which was significantly higher than the original from Northern Weathermakers. Hill also prepared two additional quotes for areas they identified which needed updating. The total for all three quotes was \$19,000. The recommendation was made to do all the work at the same time since the boiler needs to be shut down.

Ms. Hoffman moved and Ms. Sawle Knobloch seconded a motion to approve all repairs with Hill Mechanical for a price not to exceed \$21,000. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

CLOSED SESSION

Ms. Lapin Olian moved and Mr. Olian seconded a motion to adjourn to closed session to discuss a personnel matter at 7:36 p.m. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

RETURN TO OPEN SESSION

**Mr. Olian moved and Ms. Sawle-Knobloch seconded a motion to return to open session at 7:42 p.m.
The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

ADJOURNMENT

Mr. Olian moved and Ms. Sawle-Knobloch seconded a motion to adjourn the meeting at 7:43 p.m.
President Wolfe, presiding, adjourned the meeting at 7:43 p.m.

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

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith