

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting  
July 14, 2022

CALL TO ORDER

President Wolfe, presiding, called the meeting to order at 7:02 p.m.

ATTENDANCE

**Members Present:** Irene Hoffman, Ashley Lapin Olian, Rob Olian (remote), Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

**Members Absent:**

**Others Present:** Heidi Smith

APPROVAL OF MINUTES

**Ms. Hoffman moved and Ms. Sawle-Knobloch seconded a motion to approve the June 14, 2022 minutes, June Bill List, and the June 2022 Financial Reports on the consent agenda. The motion passed unanimously.**

Ayes: 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 thanked the trustees for their flexibility in rescheduling the board meeting. She also thanked Director Smith and the staff for all they have done in the ten days following the parade.
- The RFQ was sent to more than 20 architects and has been posted in the newspaper. Responses are due in August.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith reported all current team members were physically unharmed on the 4<sup>th</sup>. The Library was closed on the 5<sup>th</sup>. A doctor-led supportive session was available for all staff the morning of the 6<sup>th</sup> and the Library reopened at 1 p.m. The team created talking points for staff and resources to share with the community.
- In terms of the community, it seems patrons are seeking a familiar, caring place to be. The Library's goal is to provide a safe, comforting place for everyone. Some patrons want to talk and they're being referred to support services that are available.
- This week, a staff member was appointed to serve as our Immediate Response Coordinator and another one as our Staff Support Coordinator.
- Highwood Public Library (HPL) team members were at the parade, too, along with many Highwood residents. The HPL team has stepped up, providing direct counseling and care in Spanish and English through a health care grant. They have been amazing, sending members of their team to HPPL to help support patrons and us, and we are working to support their efforts as well. You will see a lot more synergies in the weeks and months to come.

- The immediate response goal was outlined as: “To serve as people and place for caring, information, comfort, and resources for healing for our community.”
- We had planned to post for the Assistant Director position this week, and as we would benefit from the support we’re moving forward with the posting. It will be posted next week.
- We are developing a section of the website to communicate important, pertinent information in Spanish. More information will come on this.
- On Monday at 1 p.m., the Library will be the location for a press conference in partnership with the City, HPL and Latino leaders in H/HP to share services available for immigrant communities impacted by the July 4<sup>th</sup> tragedy. Prominent figures representing the Spanish-speaking community will communicate about culturally responsive and bilingual services available to Latinx and immigrant families.

#### BUILDING AND GROUNDS COMMITTEE

Director Smith reported that when the Committee met last month to discuss the glass replacement proposal, they were still waiting for a third proposal. The third proposal was received and did not greatly affect the discussion, so the Committee recommended bringing it back to the full board for discussion. The project is to replace broken, fogged, and cracked panes. It also includes some panes that need to be resealed and some shore-up of glass fronts in Adult Services.

**Ms. Lapin Olian moved and Mr. Ott seconded a motion to approve the glass replacement with Des Plaines Glass Company for an amount not-to-exceed \$20,000. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

#### OLD AND NEW BUSINESS

President Wolfe reported the audit report that was presented last month needs approval.

**Ms. Sawle-Knobloch moved and Ms. Hoffman seconded a motion to approve the 2021 Audit results from Baker Tilly. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

#### ADJOURNMENT

Mr. Ott moved and Ms. Sawle-Knobloch seconded a motion to adjourn the meeting at 7:17 p.m. President Wolfe, presiding, adjourned the meeting at 7:17 p.m.

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

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith