

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
August 9, 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, Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

Members Absent:

Others Present: Noah Apley, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

Trustee Olian moved and Trustee Sawle-Knobloch seconded a motion to approve the July 14, 2022 minutes, July Bill List, and the July 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

Catherine Lambrecht and Jeff Stern attended the meeting on behalf of the Highland Park Historical Society. Ms. Lambrecht questioned whether the upcoming expansion would include a discussion of the archive collection as well as a review of the MOU between the Library and the Historical Society. Director Smith reported the information related to this has been given to the Assistant City Manager as she is leading the MOU project. She also stated the request for architectural services has been sent out and submissions are due on the 24th of this month, which includes an archival space as a priority.

REPORT OF THE PRESIDENT

President Wolfe's report included the following:

- President Wolfe reported the Building & Grounds Committee will meet the beginning of September to review architectural bids. Special board meetings are scheduled on September 29 and October 3.
- Due to FOIA requirements and other board communications, all trustees should have hplibrary.org emails. This will be rolled out in October. There will also be an email group link on the website that emails to all trustees.
- A new trustee will be appointed on Monday at the City Council meeting.
- The Library received many donations of services in July. President Wolfe asked if any board members would like to write thank you notes. Trustee Lapin-Olian and Trustee Hoffman volunteered to write notes.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith reported the new monthly activity report will be completed for the next board meeting. Director Smith is working on three large projects. The first project is filling the Assistant Director position. She has received applications from many qualified candidates and will set up interviews in the next several weeks. The second project is related to the July 4th tragedy. Director

Smith is researching a social worker program for the Library. Evanston has written several articles about this program and many larger urban libraries have this type of program as well. Director Smith has also been in communication with the City which does employ two social workers. Although there it is unclear what the immediate need is, she is looking at the long term and is considering contracted services. The last project involves the Library taking a leadership role in archiving and documenting the history of the July 4 incident. There are still numerous questions to answer such as information on temporary space and funding.

- The library graphic designer has developed four new library card designs. They will be ready in September for National Library Card Sign Up month and National Banned Books Week on September 18. The new cards will be promoted in the e-newsletter, on social media, and in the library lobby.

Trustee Sawle-Knobloch questioned whether the archival project will only move forward if grant money is received. Director Smith reported there are still many questions regarding the long-term home of the archived materials and the MOU with the Historical Society.

Trustee Olian asked whether physical items would be included as well as digital. Director Smith reported there will be some items from the memorials, possibly hand-written tags and rocks. She also replied the project will include digital information, including tv footage if possible. More information will be shared next month.

OPERATIONS & POLICY COMMITTEE

Trustee Olian reported the Committee met last week to discuss four policies. The first policy is the Remote Work Policy, an addition to the Personnel Policy. Employees requesting to work offsite will need to use their own computer; employees required to work from home will be provided with equipment. There are several employees who would be required to work remotely during an emergency and would be provided with or reimbursed for equipment and costs incurred. It is entirely at the discretion of the Director or Manager if someone asks to work remotely. Cyber security is in place to protect the Library's systems with remote access and library insurance covers employees if hurt while working offsite.

Trustee Ashley Olian moved and Trustee Sawle-Knobloch seconded a motion to approve the Remote Work Policy addition to the Personnel Policy Manual. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Trustee Olian reported most of the changes to the Circulation Policy are to bring the policy into compliance with CCS, the Library's consortium. A few other changes include integrating Anime with all DVD and BluRays, increases in renewals and longer borrowing times, dropping the restriction on Youth New Audiobooks, correcting STEM kits and Mobile Hotspot checkout limits, and adding an in-house use of a walker with a liability waiver.

Trustee Sawle-Knobloch moved and Trustee Hoffman seconded a motion to approve the changes to the Circulation Policy. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Regarding the Guideline of Expenditure of Funds, Trustee Olian reported that it seemed there were many items that exceeded the \$5,000 purchasing authority. At Trustee Olian's request, Director Smith queried other libraries about executive director purchasing authority and found most had higher limits. The Committee recommended a purchasing limit of \$25,000 for budgeted expenses, in line with the updated state statute. The Committee also recommended a limit of \$5,000 for expenses not budgeted or if the item would increase the budget line to be overspent.

Trustee Ott moved and Trustee Sawle-Knobloch seconded a motion to approve the changes to the Guidelines for Expenditure of Funds Policy. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Trustee Olian reported the final item is a modification to the Behavior Policy. A petitioner was told that it was a violation of library policy to get a petition signed on library grounds. After Director Smith consulted with the library attorney, she recommended an update to the Behavior Policy allowing petitioning outside on Library grounds as long as it's not disruptive to Library operations or patrons entering and leaving the building. Solicitation and sales are not allowed outside the Library without prior authorization from the Director or Director's designee. There is a modest change to item number six of the policy; food and beverage will be allowed in designated areas. Director Smith recommends making the policy more flexible so that the team can try various options to better serve the community.

Trustee Sawle-Knobloch moved and Trustee Hoffman seconded a motion to approve the changes to the Library Behavior Policy. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

OLD AND NEW BUSINESS

Director Smith received a request from the Students Demand Action Group to display around 40 "soul boxes", paper boxes that each represent a victim of gun violence. It is a non-partisan group but they do advocate for safer gun laws. The Board discussed the role of the library as a limited public forum. They would like to support community initiatives and charged Director Smith with finding a way to offer an alternative to the display within the existing library policy.

ADJOURNMENT

Ms. Hoffman moved and Ms. Sawle-Knobloch seconded a motion to adjourn the meeting at 8:03 p.m. President Wolfe, presiding, adjourned the meeting at 8:03 p.m.

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

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith