

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting  
November 8, 2022

CALL TO ORDER

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

ATTENDANCE

**Members Present:** Alicia De La Cruz, Ashley Lapin Olian, Rob Olian, Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

**Members Absent:** Irene Hoffman

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

APPROVAL OF MINUTES

**Trustee Olian moved and Trustee Sawle-Knobloch seconded a motion to approve the October 11, 2022 regular meeting minutes, October 31 Nominating Committee minutes, October 2022 Bill List, October 2022 Financial Reports, and revised FY23 Library Annual Calendar on the consent agenda. The motion passed unanimously.**

Ayes: De La Cruz, 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 attended the Halloween Railroad. It was an amazing event.
- The Director's evaluation needs to be done at year end. The Board will discuss and determine the compensation in closed session in December.
- The Nominating Committee met to discuss the officers for 2023. The slate of officers will be: Carol Wolfe-President, Rob Olian,-Vice-President, Bill Ott-Treasurer and Ashley Lapin Olian – Secretary.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith reminded the Board to review the Standards for Illinois Public Libraries. It will be discussed at the December meeting as part of the requirement of the per capita grant application.
- Director Smith prepared a one-page narrative library report which fulfills a standard of the Illinois State Library. Highlights included: the Highland Park Community Foundation awarded \$35,000 to proceed with the Social Worker in the Library program, the architect has been working on background information and will move forward team member meetings, 568 people attended the Halloween Railroad event, two concerts hosted last month included the Hispanic Heritage presentation and the Maxwell Street Klezmer band. In addition, the top circulating book was

*Sparring Partners: Novellas* by John Grisham and the top two movies were *Jurassic World Dominion* and *The Bad Guys*.

- The suspension this month was a violation of the Library Behavior policy. A one-year suspension was issued by the Highland Park police.
- President Wolfe reviewed options for statistical reporting with Director Smith. Illinois Standards requires a monthly report of statistics. A statistical report has been done for the last 15 years which compares year-to-date numbers to last year. A graph report with five-year data will be added, zeroing in on adult and youth circulation. The one-page graph report could be reported quarterly, biyearly, or annually.
- Trustee Olian is interested in the percentage of the budget going to books versus overdrive books versus cd's and whether the budget matches the use. Director Smith stated the average cost per item is also interesting and will look into these numbers.
- Trustee Lapin Olian asked about the demographic breakdown of cardholders. Director Smith will investigate and report back.
- Assistant Director Rositas-Sheftel shared information about a monthly Spanish facebook live program, Caminando Juntos. The program is offered the first Monday of the month in conjunction with Highwood Public Library. It started after the pandemic and highlights different topics each month. November's livestream covered new visas and frauds. North Suburban Legal Aid was invited for their expertise. There were 170 views after the event.

#### REPORT OF THE OPERATIONS & POLICY COMMITTEE

Trustee Olian reported the Operations & Policy Committee met this month for the triannual review of policies. Most of the existing policies had no changes of any substance and others came up because of banned books.

**Trustee Ott moved and Trustee De La Cruz seconded a motion to approve Uses by Residents of Ft. Sheridan, Library Bill of Rights (ALA), and Freedom to View (ALA) with no changes and Freedom to Read (ALA) with revisions to align the policy with the ALA statement. The motion passed unanimously.**

The significant change to the Patron's Request for Reconsideration of Library Materials Policy is to limit requests to Highland Park residents only. The form was revised accordingly. Trustee Ott asked if this means reciprocal borrowers cannot make requests and whether neighboring libraries have the same policy. Director Smith reported that it is currently a discussion among library directors. Highland Park would probably be the first library to adopt this policy but most will follow.

**Trustee Lapin Olian moved and Trustee De La Cruz seconded a motion to approve the Patron's Request for reconsideration of Library Materials policy and form as revised. The motion passed unanimously.**

The last item is a draft resolution based on several other policies, primarily Oak Park Library's resolution. Director Smith will share the resolution with school districts, the park district, and the City at the next Intergovernmental meeting. In some communities, the City Council makes these types of decisions. No vote is needed at this time. After obtaining feedback from the Board and community partners, the Committee hopes to have a resolution ready to tie in with next year's banned book month in September. President Wolfe suggested discussing it more over the summer.

OLD AND NEW BUSINESS

Director Smith reported the Highland Park Sister Cities Foundation needed a location for their monthly meetings. During 2021 and 2022, while programs were at a minimum, the Library agreed to host them.

After reviewing the Meeting Room policy, Director Smith noticed that exceptions need approval by the Board of Trustees. Director Smith asked the Board to make an exception for Sister Cities.

**Trustee De La Cruz moved and Trustee Ott seconded a motion to approve the Sister Cities Foundation 2023 monthly use of the library meeting room. The motion passed unanimously.**

Director Smith reported that Doris Lorr, staff accountant, accepted a full-time position with another firm. The good news is that she will be working for a consulting firm that does library work. Director Smith is working on a short-term contract to outsource financial services with ATA.

ADJOURNMENT

Trustee Olian moved and Trustee Sawle-Knobloch seconded a motion to adjourn the meeting at 7:49 p.m. President Wolfe, presiding, adjourned the meeting at 7:49 p.m.

Ayes: De La Cruz, Lapin Olian, Olian, Ott, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith