

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting  
December 13, 2022

CALL TO ORDER

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

**Trustee Sawle-Knobloch moved and Trustee Hoffman seconded a motion to approve remote attendance for Trustee Olian due to business matters. The motion passed unanimously.**

ATTENDANCE

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

**Members Absent:** Alicia De La Cruz

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

APPROVAL OF MINUTES

**Trustee Sawle-Knobloch moved and Trustee Hoffman seconded a motion to approve the November 8, 2022 regular meeting minutes, November 2022 Bill List, November 2022 Financial Reports, and approval of transfer to Special Reserve Fund 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 Nancy Sawle-Knobloch for four years of dedicated service to the Library.
- The City Council approved three new trustees: Rich Basofin, Rebecca Nathanson and Peter Zotos. The Board has returned to nine trustees.
- President Wolfe and Trustee Olian will be the liaisons with the architects in the predesign phase and will report back to the Board.
- Department tours of six different areas of the Library will begin in January. There will be one tour each month. Board members are invited to attend at 6:30 prior to the board meeting.
- President Wolfe congratulated Noah Apley, Student Liaison, on his acceptance to Washington University.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith referred to page two of the written narrative included in the board packet. During the last five years, year-to-date book (physical and electronic) checkouts increased from 57% to 68%. Although overall circulation is still down, books are a larger part of circulation. Director Smith

attributes this to the significant reduction in the use of DVD and Blu-ray movies and music CDs. Downloading and streaming services for movies and music are very popular. The breakdown of the 2022 budget is also included in the narrative. Director Smith reported some interesting facts about the cost of books. The current average cost of a hardcover book at a 40% discount is \$18.00. An eBook with the same title has an average cost of \$30.00 and could be as high as \$120. Audiobooks on CDs average about \$40 and eAudiobooks through Libby cost about \$75 per title. There is discussion about legislation at the state and federal level to reduce lending costs.

- Director Smith had two additions to the written report. First, she reminded the Board that the Library had adopted the same COVID-19 policy as the City which included an additional two weeks of sick time if vaccinated. The policy is due to expire December 31, 2022. The O & P Committee did not recommend bringing it to the Board for renewal. The other item was regarding the 60-day patron suspension for disruptive behavior after a previous suspension for 30 days.

### REPORT OF THE OPERATIONS & POLICY COMMITTEE

Trustee Olian reported the Operations & Policy Committee met last week to review several policies. The Personnel Manual has changes made as a result of recommendations from HR Source and state legal requirements. The other changes were references to his or her which were changed to a non-gender term such as “the employee.”

**Trustee Lapin Olian moved and Trustee Ott seconded a motion to approve the Personnel Policy as revised. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

The Internet Policy reaffirms the policy that has been in place. The last item, number 6, was clarified to remove any doubt about the Directors ability to issue a corrective measure.

**Trustee Hoffman moved and Trustee Sawle-Knobloch seconded a motion to approve the Internet Policy as revised. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

The Social Software Policy, which addresses the use of social media, has a few modest changes. They are mostly grammatical with no substance.

**Trustee Sawle-Knobloch moved and Trustee Hoffman seconded a motion to approve the Social Software Policy as revised. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

The last policy, Reference and Reader Advisory Policy, has a name change to Information and Reader Services Policy. The first sentence was changed to incorporate the mission statement. The other changes were basically to reflect Readers Services again.

**Trustee Hoffman moved and Trustee Sawle-Knobloch seconded a motion to approve the Information & Reader Services Policy as revised. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

OLD AND NEW BUSINESS

President Wolfe presented the 2023 slate of officers: Carol Wolfe, President, Rob Olian, Vice-President, Bill Ott, Treasurer, and Ashley Lapin Olian, Secretary.

**Trustee Sawle-Knobloch moved and Trustee Hoffman seconded a motion to approve the 2023 slate of officers. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

Director Smith explained the transfer of a \$1,000,000 to the Special Reserve Fund. A large part of the savings was due to a capital project to paint and repair all the exterior windows. Estimated to cost \$358,000, it came in way under budget at \$16,000. The Library had some of the millwork on hand and the windows were in much better condition than expected. Additional cost savings were realized in personnel with positions that have not been filled.

Director Smith shared the City of HP has an award-winning budget process. The Library's budget was presented to the community as part of the City. The City approved the 2023 budget. Director Smith asked the Board to approve the 4% salary adjustment to staff which is included in the budget.

**Trustee Lapin Olian moved and Trustee Sawle-Knobloch seconded a motion to approve the 2023 budget and the 4% salary increase for staff. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

Director Smith reviewed the 2023 Per Capita grant requirements which included reading the book *Serving Our Public 4.0 Standards for Illinois Public Libraries*. The book was distributed for the Board's review. One of the standards completed was having monthly statistical reports. A formal succession policy will be completed in 2023. As part of the expansion project, the team will continue to improve internal signage to include braille ADA accessibility and be accessible to all. The other part of the report is the intended use of the state grant funds based on the number of people in the service area. Director Smith recommended using funds to support our continued compliance with technology standards.

Director Smith sent an email query to the trustees to see if they could attend board meetings the third Tuesday of the month rather than the second week of the month. This will allow more time for preparation of the monthly financials.

**Trustee Hoffman moved and Trustee Ott seconded a motion to approve the revised FY2023 Board meeting dates. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

CLOSED SESSION

**Trustee Lapin Olian moved and Trustee Hoffman seconded a motion to adjourn to closed session to discuss the approval and release of closed session minutes and the discussion of the 2023 Executive Director performance and compensation at 7:41 p.m. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

RETURN TO OPEN SESSION

Trustee Sawle-Knobloch moved and Trustee Lapin Olian seconded a motion to return to open session. President Wolfe adjourned the closed session at 8:13 p.m. and reconvened an open session.

**Trustee Ott moved and Trustee Hoffman seconded a motion to approve and open closed session minutes from June 14, 2022 and keep the remaining closed session minutes closed. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

**Trustee Olian moved and Trustee Sawle-Knobloch seconded a motion to increase Executive Director Heidi Smith's salary to \$141,000. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

ADJOURNMENT

Trustee Lapin Olian moved and Trustee Ott seconded a motion to adjourn the meeting at 8:18 p.m. President Wolfe, presiding, adjourned the meeting at 8:18 p.m.

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

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith