

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

CALL TO ORDER

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

ATTENDANCE

**Members Present:** Irene Hoffman, Rob Olian, Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

**Members Absent:** Erik Anderson, Ashley Lapin Olian

**Others Present:** Noah Apley, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

**Trustee Olian moved and Trustee Sawle-Knobloch seconded a motion to approve the May 10, 2022 minutes, the May 2022 Bill List, and the May 2022 Financial Reports. The motion passed unanimously.**

Ayes: Irene Hoffman, Rob Olian, Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

Nays:

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

OLD AND NEW BUSINESS

Michael Malatt, senior manager with Baker Tilly, shared a power point presentation on the 2021 audit. He acknowledged Doris Lorr for her hard work and responsiveness in making the audit run smoothly over the years. Mr., Malatt reviewed the three reports included in the audit - the Financial Statements and Independent Auditors' Report, the Government Auditing Standards Report (GAS Report), and the Audit Results and Insights Letter. One significant deficiency finding consistent with prior years is regarding internal controls. Mr. Malatt reported it is not concerning and not feasible due to limited resources. He also stated every government operation of a similar size has the same finding.

The Board will vote on accepting the audit report at the July Board meeting.

REPORT OF THE PRESIDENT

President Wolfe's report included the following:

- The Library is hosting early voting. It's a good trial run for the fall election.
- At the last Building & Grounds meeting, the Committee reported several of the expenditures being approved are over the Director's \$5,000 purchasing authority, but under \$10,000. The Guideline of Expenditure of Funds policy has not been revised since 2010. The limits will be reviewed at the next Operations and Policy Committee meeting in July.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Next month's board packet will include the second quarter strategic plan report. The first draft of additional statistical and narrative reports should be in the packet as well.

- The RFQ for architectural services will be submitted in June. Additional time was needed to work on the contract with the attorney.
- Pamela Siegel is leading the vehicle selection committee to replace the Readmobile. The Committee reviewed the City's policy and parameters regarding fuel efficient vehicles. It has been challenging finding vehicles with prices going up and inventory going down. The Committee is going to regroup and will review standard gas vehicles as well as used cars. More information will be coming soon.
- There have been numerous internal discussions about safety in the library. Staff brought up several ideas addressing both safety in the library, preparedness in the event the worst scenario happens, and peace of mind for the community and staff. Director Smith is following up with the Police Chief, School Superintendents, and Park District Director. The Police Chief Jogmen suggested additional online training as well as an optional tactical exercise at the library. President Wolfe stated that training will be open to the Board as well.

#### REPORT OF THE BUDGET & FINANCE COMMITTEE

Trustee Ott reported the Committee met in May to discuss the budget. The tax levy in the draft budget is flat. He reviewed the differences in the 2022 estimates versus 2021 actuals, mostly due to the pandemic. It will be presented at the City Council Meeting on July 11. After the City approves the budget, the Board will approve it at the December meeting.

#### REPORT OF THE BUILDING AND GROUNDS COMMITTEE

Director Smith reported the Building and Grounds Committee met to discuss three items. The first item discussed was the chiller repair. The Committee recommended moving forward with the Library's HVAC service contractor, Hill Mechanical.

**Trustee Olian moved and Trustee Hoffman seconded a motion to approve the chiller repairs with the Hill Group for an amount not to exceed \$6,000. The motion passed unanimously.**

Ayes: Irene Hoffman, Rob Olian, Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

Nays:

MOTION CARRIED

Director Smith reported the second item discussed was the stone wall outside the front door which needs tuckpointing repairs. Three quotes were received for the Committee to review. The lowest quote was from a vendor the City has worked with previously. Chad Stechly, Facility Manager, stated the scope of work for all three quotes was comparable. The Committee recommended working with Artistic Masonry for the repairs.

**Trustee Sawle-Knobloch moved and Trustee Ott seconded a motion to approve the stone repairs with Artistic Masonry at a cost not to exceed \$8,500. The motion passed unanimously.**

Finally, the last item discussed was glass replacement for cracked and leaking windows in the Adult Services room and the store front in Youth Services. Director Smith reported the Committee is still waiting for a third quote. If all three quotes have similar recommendations, the Committee will bring approval directly to the board at the July meeting. If discussion is required, Building & Grounds will meet to review the quotes before the July meeting.

#### OLD AND NEW BUSINESS

Director Smith reported the attorney advised that review of personnel matters should be discussed in closed session but a vote on a personnel issue needs to be done in the public session. If there are any specific questions of a personnel matter, they should be disclosed in closed session.

**Trustee Olian moved and Trustee Hoffman seconded a motion to approve the separation agreement with Chad Clark. The motion passed unanimously.**

Ayes: Irene Hoffman, Rob Olian, Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

Nays:

MOTION CARRIED

CLOSED SESSION

**Trustee Sawle-Knobloch moved and Trustee Ott seconded a motion to adjourn to closed session at 8:03 p.m. The Board recessed the public portion of the meeting to review closed session minutes. The motion passed unanimously.**

Ayes: Irene Hoffman, Rob Olian, Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

Nays:

MOTION CARRIED

RETURN TO OPEN SESSION

**Trustee Hoffman moved and Trustee Sawle-Knobloch seconded a motion to return to open session at 8:14 p.m. Following the closed session, President Wolfe re-convened the open session of the Board at 8:14 p.m.**

**Trustee Olian moved and Trustee Ott seconded a motion to approve the December 14, 2021, April 12, 2022, and May 10, 2022 closed meeting minutes. The motion passed unanimously.**

Ayes: Irene Hoffman, Rob Olian, Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

Nays:

MOTION CARRIED

**Trustee Olian moved and Trustee Hoffman seconded a motion to approve opening December 14, 2021 closed meeting minutes. The motion passed unanimously.**

Ayes: Irene Hoffman, Rob Olian, Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

Nays:

MOTION CARRIED

**Trustee Sawle-Knobloch moved and Trustee Olian seconded a motion to approve destroying closed meeting recordings from 2020: May 28, October 13, October 21, October 22, November 5, and November 10. The motion passed unanimously.**

Ayes: Irene Hoffman, Rob Olian, Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

Nays:

MOTION CARRIED

ADJOURNMENT

**Trustee Olian moved and Trustee Sawle-Knobloch seconded a motion to adjourn the meeting. President Wolfe, presiding, adjourned the meeting at 8:16 p.m.**

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith