

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
February 11, 2020

CALL TO ORDER

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

ATTENDANCE

Members Present: Erik Anderson, Rich Basofin, Rich Coplan, Joel Hurwitz (by phone), Marty Kinczel, Barbara Mazur, Rob Olian, Nancy Sawle-Knobloch, Carol Wolfe

Members Absent: None

Others Present: Alexander Bush, Jane Conway, Talia Kalman, Pamela Siegel, Kyle Slavin

APPROVAL OF MINUTES

Ms. Wolfe moved and Mr. Olian seconded a motion to approve the January 14, 2020 minutes, January 14, 2020 Bill List, and the January 2020 Financial Reports on the consent agenda. The motion passed unanimously.

Ayes: Anderson, Basofin, Coplan, Hurwitz, Mazur, Olian, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

Marty Kinczel arrived at 7:03 p.m.

COMMENTS FROM THE PUBLIC

None

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- Phase 1 of the remodel project is underway. The Adult Services book stacks have been relocated and the new study rooms are being framed. The public computers will not be available until wiring is completed.
- Ms. Mazur attended the all staff meeting last week. Project Manager Justin Pathmann was present to answer remodel questions. Ms. Mazur was impressed by the positive attitude displayed by staff.
- The Lincoln exhibit featured in the lobby is courtesy of the Highland Park Historical Society.
- Items on hold for patrons are no longer identified with patron's first and last names. In order to provide greater privacy, CCS libraries are using a combination of the last 3 digits of the patron's library card, the first four letters of the patron's last name, and their first and middle initial.
- Staff recommends that DVD cases no longer be locked prior to checkout. Savings would be realized since the special lockable DVD cases would no longer be purchased. Theft concerns have decreased over recent years as DVD circulation has declined and more patrons have moved to streaming models. Other libraries in the area have shifted to the unlocked model. The Board agreed staff should move forward with the recommendation.
- The City has scheduled three neighborhood meetings and invites representatives from the Library, Park District and schools to participate. The first meeting will be held on Thursday, April 2. Ms. Conway will distribute a sign-up schedule to Board members.
- The Library received a check from the City for \$80,000 for impact fees and replacement taxes.

REPORT OF THE COMMUNITY RELATIONS AND DEVELOPMENT COMMITTEE

Mr. Coplan reported that the Committee met a week ago to review the Remodel Project one-page document, the Naming Opportunities brochure, and the Gift Agreement. The Committee recommended eliminating a few lower priced naming options and made several edits to the Gift Agreement. They also reviewed the revised donation page on the website and discussed a proposed *Laurel Society* donor group. A follow-up meeting will be scheduled.

REPORT OF THE OPERATING AND POLICIES COMMITTEE

Mr. Kinczel reported that the Committee met to update the Library Behavior, No Smoking Environment, and Drug/Alcohol-Free Workplace Policies included in the Board packet. The revisions reflect changes necessary due to the legalization of marijuana.

Ms. Mazur moved and Ms. Sawle-Knobloch seconded a motion to approve the revisions to the Library Behavior, No Smoking Environment, and Drug/Alcohol-Free Workplace Policies as presented. The motion passed unanimously.

OTHER COMMITTEE AND LIAISON REPORTS

None

OLD AND NEW BUSINESS

None

ADJOURNMENT

Ms. Wolfe moved and Mr. Anderson seconded a motion to adjourn the meeting at 7:30 p.m. President Basofin, presiding, adjourned the meeting at 7:30 p.m.

Submitted by: Pamela Siegel