

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting  
March 10, 2020

CALL TO ORDER

President Basofin, presiding, called the meeting to order at 7:06 p.m.

ATTENDANCE

**Members Present:** Erik Anderson, Rich Basofin, Rich Coplan, Joel Hurwitz, Marty Kinczel, Barbara Mazur, Nancy Sawle-Knobloch

**Members Absent:** Rob Olian, Carol Wolfe

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

APPROVAL OF MINUTES

**Ms. Mazur moved and Mr. Anderson seconded a motion to approve the February 11, 2020 minutes, February 11, 2020 Bill List, and the February 2020 Financial Reports on the consent agenda. The motion passed unanimously.**

Ayes: Anderson, Basofin, Coplan, Hurwitz, Kinczel, Mazur, Sawle-Knobloch

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- The Library received the claim check from the insurance company for \$27,548.
- The remodel project is going well and is on schedule. Phase 1 is complete. Meeting Room dry wall will be installed this week and glass will be ordered. Demolition in the Youth Department is complete and books have been moved into the former Film & Music Room. A special sweet treat has been ordered for staff to celebrate the completion of Phase 1.
- The first neighborhood meeting is Thursday, April 2. Ms. Mazur volunteered to attend and represent the Library. Ms. Conway will send out a schedule and sign-up sheet for the remaining two meetings.
- Bin Zhao, Technical Services Manager for 16 years, is retiring May 5.
- Ms. Conway pitched Naming Rights to five donors and the Friends. One donor has requested a tour of the library at the end of April.
- She distributed a draft Pandemic Response Procedure earlier today. Discussion about procedures followed. Mr. Anderson recommended if any change in policy is made due to the virus that there is an end date to reset policy back. Mr. Kinczel is in favor of following the City's policy. Mr. Coplan suggested checking the Park District's policy. The City has scheduled weekly pandemic meetings for all City agencies to maintain communications.

### REPORT OF THE COMMUNITY RELATIONS AND DEVELOPMENT COMMITTEE

Mr. Coplan reported that the Committee met and discussed hiring a part-time consultant on an as needed basis in the future. The PowerPoint with prospective names on rooms and locations was impressive. The Committee also discussed the Laurel Circle initiative and how they will support Ms. Conway's fundraising efforts going forward.

### OTHER COMMITTEE AND LIAISON REPORTS

None

### OLD AND NEW BUSINESS

None

### ADJOURNMENT

Mr. Hurwitz moved and Mr. Anderson seconded a motion to adjourn the meeting at 7:25 p.m. President Basofin, presiding, adjourned the meeting at 7:25 p.m.

Submitted by: Pamela Siegel