

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
May 12, 2020

CALL TO ORDER

President Basofin, presiding, called the meeting to order at 7:05 p.m.

ATTENDANCE

Members Present: Erik Anderson, Rich Basofin, Marty Kinczel, Barbara Mazur, Rob Olian, Carol Wolfe

Members Absent: Rich Coplan, Joel Hurwitz, Nancy Sawle-Knobloch

Others Present: Alexander Bush, Jane Conway, Dan Kaufman, Pamela Siegel

APPROVAL OF MINUTES

Ms. Wolfe moved and Mr. Olian seconded a motion to approve the March 10, 2020 minutes, March 2020 Bill List, March 2020 Financial Reports, April 2020 Bill List, and April 2020 Financial Reports on the consent agenda. The motion passed unanimously with Mr. Olian abstaining from approval of March 10, 2020 minutes.

Ayes: Anderson, Basofin, Kinczel, Mazur, Olian, Wolfe

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- The remodel project is on target for completion in July, one month earlier than planned. The movers will return on May 22 to move the shelving units back into the Youth Services Department. Marcia Beach and her staff will need at least a week to shift the book collections to their permanent locations. Group study rooms are complete except for the glass facades which will be installed on Friday. The millwork installation will begin on June 1.
- Mr. Kinczel asked if additional funds need to be budgeted to cover the cleaning of materials and the building when construction is completed. Ms. Conway reported that the building is being cleaned each night and the maintenance staff will be scheduled to do more regular disinfectant cleaning during the day.
- The CCS catalog consortium is scheduled to meet twice over the next week to discuss a coordinated reopening of all member libraries. Member libraries are also waiting for the results of a study from Battelle Labs in Ohio on how to safely handle the return of library materials. There are still questions about whether materials need to be quarantined and for how long. There are no conclusive findings currently, but libraries are anticipating a quarantine period of 3 to 7 days. The Library has ordered all kinds of safety supplies including gloves, masks, cough shields, distance circles, sanitizers, disinfectants, and individual headsets.
- Delivery service between libraries will not be up and running for some time. CCS is waiting for the Battelle Labs report. Initially, only Highland Park Library materials will be offered to our patrons. Currently, about 16,000 items are checked out. The staff is working on executing a Grab & Go no contact service. Tables will be set up in the lower level vestibule and will be locked off from the rest of the building. Holds will be placed in bags and arranged alphabetically by last name on the tables.
- Patrons will enter through the east door of the building one at a time and exit through the west door. Books will already be checked out to patrons. Staff is considering offering Grab & Go 11 a.m. to 7 p.m. Monday through Sunday.

- Ms. Sawle-Knobloch arrived at 7:15 p.m.
- Ms. Wolfe asked if the library will follow the City's orders when reopening. Mr. Kaufman believes the City will synchronize with the State. The Library will share their reopening plan with the City when it is complete. Ms. Conway is awaiting further guidance from the City as to how many people per square foot may be allowed in the building. A staff member may have to count people as they enter through the front door. Ms. Conway also reported that staff is considering offering special hours for seniors. Also, the building will probably be open for staff from 7 a.m. to 9 p.m. so staff can stagger their hours. Mr. Anderson questioned whether toys will be out in the Youth Department. Ms. Conway reported those items will be stored for quite some time. Most libraries are not going to monitor temperatures of staff or patrons.
- Mr. Anderson questioned whether the ventilation system would be evaluated. Ms. Conway will discuss this with the Construction Manager tomorrow.
- Reaching Forward is an annual conference for support staff. Several awards are presented to deserving staff at the conference. William Pleas, Page and Volunteer Coordinator, was the recipient of the Oberman Rich award. He was nominated by staff members Robin Smith and Laurie Skinner.
- Library in Your Living Room, the library's virtual programming, has had a great response. Staff has really embraced online programming and expanded their skill sets. A few of the popular offerings include Perfect Picks, Readers Roundtable, book discussions, author talks and Book a Librarian using Zoom. Ms. Deena is offering virtual Storytimes using Facebook Live and adult librarians have been hosting a program called Cooking with Books.
- In addition, staff is busy preparing book orders, registering patrons for temporary cards, and answering reference questions. Finally, the staff has been participating in an array of webinars.
- The City is hosting a virtual town hall meeting this Wednesday. Ms. Conway will attend and share a library report.
- Ms. Conway has been working on the draft FY21 budget with Ms. Lorr. Mr. Olian is concerned about the extra expenses for supplies. He questioned whether there are any savings and whether the FY20 budget needs to be adjusted. Ms. Conway reported that although supply spending is higher, there is some savings in the programming and training budgets through the end of the year. Mr. Kinczel questioned whether it is legal to move funds from one line to another. Mr. Olian reported that it is legal to move funds between lines as long as lines are within the Operating budget.
- Lake County voted last night to allow deferment of tax payments. Mr. Olian asked if the Library will have sufficient cash flow if tax payments are not received in June. Ms. Lorr estimates that the cash flow is sound until September.
- Ms. Conway reported that COVID-19 guidelines discourage exchange of paper money. She asked the Board if they would like to consider the fine free program at this point. Discussion followed. The Board is not in favor of this currently.
- Mr. Hurwitz arrived at 7:40 p.m.

OTHER COMMITTEE AND LIAISON REPORTS

None

OLD AND NEW BUSINESS

None

ADJOURNMENT

Mr. Hurwitz moved and Ms. Wolfe seconded a motion to adjourn the meeting at 7:41 p.m. President Basofin, presiding, adjourned the meeting at 7:41 p.m.

Submitted by: Pamela Siegel