

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Special Meeting
May 28, 2020

CALL TO ORDER

President Basofin, presiding, called the meeting to order at 6:02 p.m.

ATTENDANCE

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

Members Absent: None

Others Present: Jane Conway, Dan Kaufman, Pamela Siegel

COMMENTS FROM THE PUBLIC

None

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- Millwork installation will begin on June 1. Youth shelving has been moved back into the Youth Department and Youth staff has been busy shifting collections to their new locations. The Library is still awaiting delivery of new shelving for the middle school and picture book collections. Ms. Conway is happy to provide building tours to Board members who are interested in seeing the remodel progress firsthand.
- We are now entering into Phase 3 of the Restore Illinois plan. Phase 3 continues to encourage employers to allow employees to work remotely if possible. Ms. Conway proposes that managers return to work on Monday, June 1 to prepare their departments for the safe return of staff. The Library will begin accepting returns on Monday, June 8, and a no contact Grab & Go service will be offered beginning Monday, June 15. Large canvas laundry bins have been purchased to quarantine all returned materials for seven days. Managers are also working on a staff safety plan for reopening and a cleaning schedule.
- The Library's HR attorney from Robbins Schwartz advised that during Phase 3 both essential and nonessential employees may return to work if IDPH safety measures are in place. Remote work is encouraged to the extent possible. If the Library has work that needs to be completed onsite, including cataloging of books and curbside service, the Library can request employees return to work. Mr. Kinczel asked about employees who are not comfortable returning but whose work needs to be done onsite. The attorney suggested several options. Staff may use accumulated vacation time, request an unpaid leave of absence, request FMLA, or submit a doctors' note asking for an accommodation. Councilman Kaufman confirmed that these options are reasonable.

REPORT OF THE PRESIDENT:

Executive Director Search

President Basofin thanked Ms. Conway for her 18 years of service. He suggested that an Interim Director could be appointed while the Board conducts a search for the permanent Director. He also suggested that the Board may want to consider hiring a recruiter to assist with the search. A list of library recruiters has been provided to him by Ms. Conway. Following discussion, the Board agreed that an Interim Director should be appointed and that there would be great value and benefit to hiring a search firm. President Basofin asked Ms. Wolfe and Mr. Olian to join him in developing further recommendations for the Board's consideration.

COMMENTS FROM THE PUBLIC RECEIVED DURING THE MEETING

Resident Jose Garcia asked if the Library would be reopening on June 15. Ms. Conway responded that a no contact Grab & Go service will be offered on June 15. The Library will not be opening to the public on that date.

CLOSED SESSION

Ms. Wolfe moved and Ms. Sawle-Knobloch seconded a motion to adjourn to closed session at 6:37 p.m. The Board recessed the public portion of the meeting to discuss the appointment/employment/compensation of specific employees per 5 ILCS 120/2 (c) (1) at 6:37 p.m. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

RETURN TO OPEN SESSION

Following the closed session, President Basofin re-convened the open session of the Board at 7:31 p.m.

ADJOURNMENT

Mr. Olian moved and Ms. Wolfe seconded a motion to adjourn the meeting at 7:31 p.m. President Basofin, presiding, adjourned the meeting at 7:31 p.m.

Submitted by: Pamela Siegel