

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting - VIRTUAL
June 9, 2020

CALL TO ORDER

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

ATTENDANCE

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

Members Absent: Erik Anderson, Barbara Mazur

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

APPROVAL OF MINUTES

Ms. Sawle-Knobloch moved and Mr. Kinczel seconded a motion to approve the May 12, 2020 minutes, the May 28, 2020 minutes, the May 2020 Bill List, and the May 2020 Financial Reports on the consent agenda. The motion passed unanimously with Mr. Coplan abstaining from the approval of the May 12 minutes.

Ayes: Basofin, Coplan, Kinczel, Olian, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

Joel Hurwitz arrived at 7:08 p.m.

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- He is pleased to report that Chad Clark has accepted the role of Interim Executive Director.

Ms. Wolfe moved and Mr. Coplan seconded a motion to approve Chad Clark as Interim Executive Director. The motion passed unanimously.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- She thanked Juan Reyes for setting up the Zoom meeting tonight.
- She thanked Mr. Clark for filling in while she was away last week. He reviewed the bills and conducted two meetings, one with the managers and another with the entire staff. She asked Mr. Clark to report further.
- Mr. Clark's report included:
Managers reported back to the building last week and ironed out the details for the public return of materials. They also started to employ physical distancing between workstations and developed a Safety Plan which was sent out to all staff. Monday was the first day the library started receiving materials back from the public. A large bin was placed in the lower level parking lot for a two-hour window.

Returns will continue this week thru Saturday. Next Monday the Grab & Go service will begin seven days per week from 11 a.m. to 7 p.m. Patrons may reserve items either online or by phone. Materials will be placed in labeled bags in the lower level lobby.

- Ms. Conway shared a tour of the building with Carol Wolfe and offered the same to other Board members. Ms. Wolfe was impressed with the improvements.
- The library received a rebate check from CCS for \$11,600.
- The library received a letter from the Secretary of State confirming a Per Capita Grant check for \$37,200.
- A Budget and Finance Committee meeting is scheduled for next Monday via Zoom.

OTHER COMMITTEE AND LIAISON REPORTS

None

OLD AND NEW BUSINESS

President Basofin reported that he has requested background information from four executive search firms.

ADJOURNMENT

Mr. Hurwitz moved and Ms. Sawle-Knobloch seconded a motion to adjourn the meeting at 7:23 p.m. President Basofin, presiding, adjourned the meeting at 7:23 p.m.

Submitted by: Pamela Siegel