

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting - VIRTUAL
January 12, 2021

CALL TO ORDER

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

ATTENDANCE

Members Present: Erik Anderson, Rich Basofin, Joel Hurwitz, Rudy Juarez, Barbara Mazur, Rob Olian, Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

Members Absent: None

Others Present: Alexander Bush, Dan Kaufman, Pamela Siegel, Heidi Smith

President Basofin welcomed Heidi Smith as Executive Director.

APPROVAL OF MINUTES

Mr. Olian moved and Mr. Hurwitz seconded a motion to approve the December 8, 2020 minutes, December 2020 Bill List, and the December 2020 Financial Reports on the consent agenda. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

President Basofin invited Mr. Olian to share the background on the reserves and the capital budget. Mr. Olian reviewed the balance sheet, budget, and the list of the funds.

There are five funds: The General Fund, Restricted Gift Funds, Unrestricted Gift Funds, the Local Library Working Cash Fund and the Special Reserve. The most important funds are the General Fund and the Special Reserve. There is usually about \$2.5 million in the General Fund, about half of the operating budget, in case there is a shortfall in tax revenue. This year tax collections were \$250,000 short due to Lake County allowing a short-term tax deferral of payments. Although there are two more tax distributions expected, there will probably be about \$100,000 shortfall on taxes. The shortfall will be set off by savings of about \$117,000 on the expense side of the budget. In a typical year, the capital budget for building and grounds is \$372,000. Capital improvement projects for FY21 include \$200,000 for elevator modernization, \$172,000 for parking lot improvement, and the usual \$45,000 for technology, furniture, and equipment. In addition, a transfer of \$200,000 into Special Reserve is planned, working toward a library expansion.

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- He introduced and welcomed two new board members, Rudy Juarez and Bill Ott.
- Jake Diamond was appointed as the new student representative last night.
- Changes to the FY21 Committees of the Library Board of Trustees will be finalized soon.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith reported excitement to join the Highland Park Public Library team.
- Director Smith reported the property insurance increase will appear on next month's bill list.
- President Basofin informed Director Smith that the Compensation Study, the Facilities Assessment, and the Strategic Plan are due for updates in 2021. She had an informal discussion with him about the Strategic Plan and followed up with the Department Heads. Staff thought it may be impactful to review the current plan this year and engage the Consultant to extend the plan for another year.
- President Basofin reported that he and Director Smith will attend an Intergovernmental meeting at the City tomorrow.

REPORT OF THE PERSONNEL COMMITTEE

Mr. Hurwitz reported the Committee met last week to discuss three items. The first item discussed was salary increases for staff. The Committee's recommendation is to increase the salary across the board by 2% retroactive to January 1, 2021.

Ms. Mazur moved and Mr. Anderson seconded a motion to increase the FY21 salaries by 2% across the board. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

The second item was a Supplemental Sick Leave Policy for FY21 due to the pandemic. The Personnel Committee decided supplemental sick leave should be for COVID-related reasons. Accordingly, Mr. Olian and Mr. Hurwitz redrafted the Supplemental Sick Leave Policy. The policy gives staff an additional two weeks of sick leave after exhausting regularly accrued sick leave if applicable for 2021.

Ms. Wolfe moved and Ms. Sawle-Knoloch seconded a motion to approve the Supplemental Sick Leave Policy for FY21. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

The third item discussed was a Compensation Study done by a consultant in 2015 and 2018. The study compares salary ranges to other libraries in the community. The Committee thinks it would be beneficial to conduct a study again this year.

Mr. Anderson questioned the objective of the study. Mr. Hurwitz responded it was used to compare salaries with other salaries in the community. The purpose of the study is to give benchmarks in order to pay competitively.

President Basofin added that adjustments recommended by the study will be applied to salaries in FY22. He asked Director Smith to report on the compression resulting from the minimum wage increase. She explained that the bottom two ranges now have the same minimum salary. This is one of the factors the consultant will need to address. Director Smith has reached out to the consultant and hopes to have an update next month.

Ms. Wolfe moved and Mr. Hurwitz seconded a motion to conduct a Compensation Study in FY21. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

OTHER COMMITTEE AND LIAISON REPORTS

None

OLD AND NEW BUSINESS

Mr. Olian asked whether there is enough data to determine if the Fine Free Policy should continue.

President Basofin asked Director Smith to gather data on fines and to schedule an Operations and Policies Committee meeting to review.

Mr. Olian questioned whether there was a plan for reopening. Director Smith explained that the current closure was due to the Governor's Tier 3 Mitigation measures. She is assessing the situation and will watch the School District and Park District as well as other libraries. Director Smith is confident that the Library would only need a few weeks to prepare for a reopening.

ADJOURNMENT

Mr. Hurwitz moved and Ms. Wolfe seconded a motion to adjourn the meeting at 8:13 p.m. President Basofin, presiding, adjourned the meeting at 8:13p.m.

Submitted by: Pamela Siegel