

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting - VIRTUAL
February 9, 2021

CALL TO ORDER

President Basofin, presiding, called the meeting to order at 7:02 p.m.

ATTENDANCE

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

Members Absent: Joel Hurwitz, Carol Wolfe

Others Present: Jake Diamond, Dan Kaufman, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

Ms. Mazur moved and Ms. Sawle-Knobloch seconded a motion to approve the January 12, 2021 minutes, January 2021 Bill List, and the January 2021 Financial Reports on the consent agenda. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- President Basofin and Director Smith have been discussing the establishment of Director evaluation goals. They will send their suggestions to the Personnel Committee and then the full Board for review.
- It has been several years since the Committee responsibilities have been reviewed and updated. President Basofin recommends that the description and responsibilities of the Committee should be reviewed when the Committees meet.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- The Highlander will go out to the public on February 15. In addition to two pages on library programs and services, one page will share highlights of 2020 library usage. In addition, steps on how to receive the most up-to-date information on reopening plans of the library will be included. The last week of February is the target date for reopening as long as the data about community conditions is favorable.
- Director Smith shared an example of how the team has worked hard to be on point with trends during the pandemic. The Library offered a program called Clean Mama in January. The New York Times featured articles about cleaning trends the last two Sundays.
- The reopening plan will be very similar to the plan that took place over the summer. In order to ensure that patrons enter the right door in extreme temperatures and snow, there will be more eye-catching signage about proper door entry.

- Director Smith is reviewing a proposal for a salary study with Eric Van Cleven, the consultant employed in 2015 and 2018. It includes updating the information from the last two reports as well as planning how the effects of the minimum wage increases will need to be taken into account over the next several years. The proposal is under review.
- Director Smith reached out to the representative from Shanes McNutt, the construction firm that completed the facilities assessment in February 2016. She discussed reviewing that assessment in order to update the 10-year capital improvement plan as well as planning the capital needs budget for FY2022. A walk-through has been scheduled.
- Director Smith communicated with Amanda Standefer, the strategic plan consultant, about updating the current Strategic Plan based on current conditions and possibly extending it. A proposal is forthcoming.
- Since the last meeting, there was a question about when the Building & Grounds Committee should meet to discuss the capital needs projects for FY21. President Basofin and Director Smith are recommending late March as a good time to discuss those projects.

REPORT OF THE OPERATIONS AND POLICY COMMITTEE

Mr. Anderson reported the Committee discussed moving to a fine free policy. Out of the 28 libraries in the Consortium, 21 have gone fine free. The Committee recommends the library go fine free. Discussion about continuing to charge fines on electronic items followed.

Mr. Anderson left the meeting at 7:32 p.m.

Based on staff feedback, Director Smith proposed omitting equipment items from the fine free policy. Mr. Ott asked whether any of the other 21 fine free libraries are charging fines for the electronic devices. Director Smith will reach out to CCS about how other libraries are handling the electronic items.

Mr. Olian reported that CCS is offering a free bulk waive process of all overdue fines for libraries who are going fine free. CCS needs to be informed by February 19. The Committee recommends doing this.

Mr. Olian moved and Mr. Ott seconded a motion to extend the fine free policy to all materials other than the exceptions of equipment and other materials decided inappropriate by the staff and to waive all existing fines effective February 22. The motion passed unanimously.

Ayes: Basofin, Juarez, Mazur, Olian, Ott, Sawle-Knobloch

Nays: None

MOTION CARRIED

Mr. Olian moved and Ms. Sawle-Knobloch seconded a motion to inform CCS that the Library wants to participate in the free waiver being offered at the end of the month. The motion passed unanimously.

Ayes: Basofin, Juarez, Mazur, Olian, Ott, Sawle-Knobloch

Nays: None

MOTION CARRIED

OTHER COMMITTEE AND LIAISON REPORTS

None

OLD AND NEW BUSINESS

Director Smith reported the Library has two main servers which were purchased seven years ago. With extended warranties, both servers lasted two years longer than the industry standard. Last year the oldest server was replaced. This year, the other server needs to be replaced. System Administrator, Ken Berns, is recommending the purchase of a new server with a seven-year warranty from ITsavvy for \$7,059.00.

Mr. Juarez moved and Ms. Mazur seconded a motion to approve the purchase of a new server from ITsavvy for \$7,059.00. The motion passed unanimously.

Ayes: Basofin, Juarez, Mazur, Olian, Ott, Sawle-Knobloch

Nays: None

MOTION CARRIED

ADJOURNMENT

Mr. Masur moved and Ms. Sawle Knobloch seconded a motion to adjourn the meeting at 7:53 p.m. President Basofin, presiding, adjourned the meeting at 7:53 p.m.

Submitted by: Pamela Siegel