

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

CALL TO ORDER

President Basofin, presiding, called the meeting to order at 7:06 p.m.

ATTENDANCE

Members Present: Erik Anderson, Rich Basofin, Joel Hurwitz, Rudy Juarez, Barbara Mazur, Rob Olian, Bill Ott

Members Absent: Carol Wolfe, Nancy Sawle-Knobloch

Others Present: Jake Diamond, Dan Kaufman, Heidi Smith

APPROVAL OF MINUTES

Mr. Hurwitz moved and Ms. Mazur seconded a motion to approve the February 9, 2021 minutes, February 2021 Bill List, and the February 2021 Financial Reports on the consent agenda. The motion passed unanimously.

Ayes: Anderson, Basofin, Hurwitz, Juarez, Mazur, Olian, Ott

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- The Personnel Policy Committee will meet in March to discuss the Executive Director and Board evaluation processes and the salaries benchmarking project.
- The Building & Grounds Committee will meet in March to discuss 2021 capital facility projects including resurfacing the parking lot and upgrading the elevator.
- The Community Development & Relations Committee will meet before the April board meeting to discuss the development strategy of the Library.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith reported that since expanding public access in the Library on February 24, there have been 2,000 visits or an average of 140 visits a day. One challenge the team is experiencing is mask compliance. The staff completed additional training on de-escalation tactics for COVID-related patron interactions. This training, created in partnership between the Crisis Prevention Institute and the National Retail Federation, will also be made available to the Highland Park business community.
- Director Smith reported that several staff are trained as Lake County Health Ambassadors, and discussions are underway for the best way to utilize their skills in alignment with community needs, specifically about the County's vaccination process.
- Director Smith reported that the Lake County Health Department solicited employees from local municipalities to work at the vaccination site at the fairground in Grayslake. The employee will be fully vaccinated during this time, and the Library's first team member begins this week.

- Director Smith reported a new initiative under development to provide relevant and timeline information to Highland Park via a new website: www.hplibrary.org/buzz . The site currently includes tax and vaccination information with more topics to come.

REPORT OF THE OPERATIONS AND POLICY COMMITTEE

Mr. Anderson reported the Committee met last week to discuss eliminating overdue fines on all remaining collections. The Committee recommended this course of action including approval of the fine policy as revised.

Mr. Olian moved and Mr. Ott seconded a motion to approve the revised overdue fine policy. The motion passed unanimously.

Ayes: Anderson, Basofin, Hurwitz, Juarez, Mazur, Olian, Ott

Nays: None

MOTION CARRIED

Mr. Anderson also reported that the Committee reviewed its charge and recommended a transition of responsibility to another committee. In addition, Mr. Anderson reported that the Committee will be meeting in April to begin an extensive policy review process.

OTHER COMMITTEE AND LIAISON REPORTS

None

OLD AND NEW BUSINESS

Mr. Olian moved and Ms. Mazur seconded a motion to approve the agreement with Shales McNutt for a facility assessment not to exceed \$9,000. The motion passed unanimously.

Ayes: Anderson, Basofin, Hurwitz, Juarez, Mazur, Olian, Ott

Nays: None

MOTION CARRIED

ADJOURNMENT

Ms. Mazur moved and Mr. Hurwitz seconded a motion to adjourn the meeting at 7:37 p.m. President Basofin, presiding, adjourned the meeting at 7:37 p.m.

Submitted by: Pamela Siegel