

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting - VIRTUAL
May 11, 2021

CALL TO ORDER

President Basofin, presiding, called the meeting to order at 7:01 p.m.

ATTENDANCE

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

Members Absent: Rudy Juarez

Others Present: Jake Diamond, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

Mr. Hurwitz moved and Ms. Wolfe seconded a motion to approve the April 13, 2021 minutes, April 2021 Bill List, and the April 2021 Financial Reports on the consent agenda. The motion passed by a majority with Mr. Olian abstaining due to technical difficulty.

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- Last month a decision was made to do a refresh on the Strategic Plan. President Basofin and Mr. Hurwitz will continue to be on the planning team. President Basofin attended a session on Strategic Planning with RAILS today. A library consultant reviewed the basics before they broke into small groups. Most libraries started out with a five-year plan and moved to a three-year plan and are using outside consultants as well.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith reported plans to resume regular hours of operation on May 24: Monday through Thursday 9am to 9pm, Friday 9am to 6pm, Saturday 9am to 5pm, and Sunday 1pm to 5pm.
- The Bridge phase goes into effect on Friday and includes an increase in capacity. The Library will follow state guidelines. Director Smith anticipates a slow increase in attendance. Staff has been slowly rolling out seating opportunities for visitors. They have added study carrels, tables, and leisure seating. Patrons are happy to have a place to stop briefly. Director Smith noted that staff have been seeing an increase in slippage of masks.
- Program attendance numbers may look different than they did pre-pandemic. Staff is following the State Library's guidelines on how to track virtual programs during the pandemic. The difference is people clicking to view versus in-person attendance. There have been many more clicks per program.

- Director Smith provided an update on the three large projects for this year.
 - A draft of the benchmarking project is under review and the final report should be received in the next couple of weeks.
 - Shales McNutt is wrapping up the final report for the facilities assessment and should be completed as well in the next couple of weeks.
 - The information on the facilities assessment will influence the draft budget 2022, so the Budget and Finance Committee will meet in mid-June instead of late May.
 - The strategic planning consultant recommended a small planning team of three to five members to plan the refresh. For consistency and continuity, it will be the original team, President Basofin, Mr. Hurwitz, Chad Clark, and Beth Keller as well as Director Smith and the addition of Marcia Beach, Youth Services Manager. The first meeting is Tuesday, May 18.
- Maneval, the contractor working on the City parking lot, provided a quote for resurfacing the Library parking lot. Director Smith is waiting for follow-up to evaluate the quote and will keep the board posted on the timeline.
- Director Smith and Mr. Ott met with the Friends Board to discuss fundraising. Director Smith will review with the team the website and promotional information about Library and Friends fundraising to ensure it is clear and not confusing to the public. Without excluding anything from each organization's scope, they will try to differentiate enough to make it easy for donors to understand. Mr. Ott noted that both groups are trying to raise money for the Library and just need to sort things out internally. President Basofin suggested seeking advice from other libraries on how they have differentiated between the groups. Director Smith will look into other sources as well.
- President Basofin reported that he and Director Smith discussed in-person meetings. Director Smith reported that the Library will follow the City's guidelines. The City will not be having in-person meetings until Phase 5, so the earliest date would be June 11.
- Director Smith attended the meeting of the Highland Park Archives and the Local History Collection Task Force. Mr. Olian also attended as a member of the task force. The task force was assembled in partnership between the Library, the City, and the Historical Society to bring together members of the community who have a passion for local history. The purpose of the meeting was to discuss next steps to ensure historic information about Highland Park is successfully collected and protected. Chairmanship of the task force was passed to Director Smith and Nancy Webster. The first order of business is to develop the story or brand of the partnership. The longer-term goal is that members of the task force will be able to speak of this story to people who may have the artifacts and talk to them about digitizing items for the collection or gifting them to become a physical part of the collection. The expired MOU between the three organizations is also under review.

REPORT OF THE OPERATIONS AND POLICY COMMITTEE

Mr. Anderson reported that the Committee met to discuss three things. The first item discussed was the \$5 processing fee on lost or damaged items. The Committee recommended discontinuing the charge of a processing fee. The second item discussed was reciprocal borrowing by cardholders from non-CCS libraries. Director Smith will work with staff to draft revisions of the policy for the Committee to discuss in October. The third item reviewed were changes recommended to the Bylaws by the Library's attorney, Roger Ritzman. The Committee recommended changes to the Bylaws as amended.

Mr. Anderson moved and Ms. Sawle-Knobloch seconded a motion to discontinue charging a processing fee for the replacement of lost or damaged items. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

OTHER COMMITTEE AND LIAISON REPORTS

None

OLD AND NEW BUSINESS

Director Smith reported the Building & Grounds Committee met in March to discuss replacing CAT5 cabling with CAT6. The Systems Administrator, Ken Berns, obtained three quotes. GalCon Technologies was the second lowest price by about \$400. Director Smith recommends GalCon due to their low voltage experience and Mr. Berns' experience working with them in the past. The capital budget did not include this project but there is an additional \$35,000 available.

Ms. Wolfe moved and Ms. Sawle-Knoblich seconded a motion to approve the CAT6 cabling project with GalCon Technologies Inc. for a cost not-to-exceed \$14,000. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

ADJOURNMENT

Mr. Olian moved and Mr. Hurwitz seconded a motion to adjourn the meeting at 7:47 p.m. President Basofin, presiding, adjourned the meeting at 7:47 p.m.

Submitted by: Pamela Siegel