

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting - VIRTUAL
June 8, 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, Nancy Sawle-Knobloch, Carol Wolfe

Members Absent: Bill Ott

Others Present: Pamela Siegel, Heidi Smith, Kim Stone

APPROVAL OF MINUTES

Ms. Wolfe moved and Ms. Sawle-Knobloch seconded a motion to approve the May 11, 2021 minutes, May 2021 Bill List, and the May 2021 Financial Reports on the consent agenda. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

Mr. Rosenfeld is attending the meeting.

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- He welcomed Councilmember Kim Stone, the new City liaison to the library.
- President Basofin reported Director Smith has been managing three major projects: the compensation study, the strategic plan update, and the facility assessment. The Committees will review the final reports and bring suggestions back to the full Board.
- In-person meetings will be considered for next month.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith thanked President Basofin for his remarks and the Board's feedback, understanding, and support.
- On Monday, the Library resumed hours of operation back to typical hours: Monday through Thursday 9am to 9pm, Friday 9am to 6pm, Saturday 9am to 5pm, and Sunday 1pm to 5pm.
- Director Smith has been reviewing the State's guidance for Phase 5 which goes into effect on June 11. Currently, the Library is still asking everyone to wear a mask in the Library whether vaccinated or not. Staff is in the process of reassessing services based on the guidance. The City shared their guidance on reopening public buildings. Director Smith is hoping to have more information to share with the Board after the management team meets tomorrow.
- Mr. Juarez questioned whether current traffic is being tracked to compare with pre-pandemic numbers. Director Smith reported that the Sensusource counting software provides daily and hourly

door counts. It will be great tool moving forward to track the busiest hours and days. She is hoping to make everyone feel welcome, safe, and comfortable while visiting the Library in Phase 5.

- Ms. Sawle-Knobloch asked if there are concerns about moving into Phase 5. Director Smith stated she is seeking a safe, smart balance.
- The Strategic Plan Survey is very close to finalization. The Committee is spending a little extra time to learn more about topics or services desired by the community. A survey should be ready to share with the public by the end of the week.
- Committee Meetings are in the process of being scheduled: Budget & Finance, Operations & Policy, Building and Grounds, Community Relations and Development, Personnel Policies, and Community Relations and Development.
- President Basofin reviewed the three options that were considered for the Strategic Plan 2022.

OTHER COMMITTEE AND LIAISON REPORTS

None

OLD AND NEW BUSINESS

Roger Ritzman, the Library's outside counsel, reviewed the By-laws and suggested changes as outlined in the packet.

Mr. Hurwitz moved and Mr. Olian seconded a motion to approve the By-laws as revised. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Director Smith reported it was time to replace aged laptops. The laptops will be loaned at the computer desk for in-house use and will also be used for in-person classes in the Fall. The demand on tech equipment has been high with a long lead time. One of the library's suppliers had the laptops in stock. In order to secure the computers, Director Smith informed the Board of the time sensitivity and received approval to order them prior to the meeting.

Ms. Mazur moved and Mr. Juarez seconded a motion to approve the purchase of 11 laptops from iTsavvy for \$16,644. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Director Smith reported the Building & Grounds Committee met in March and various options to resurface the parking lot were discussed. The favorite option was to work with the City Public Works and tack onto a City parking lot project. It took a while to get the quote and evaluate whether it needed to go through a competitive bidding process. Director Smith contacted Justin Pathman from Rethink to evaluate the quote. He recommended it would be prudent to have an assessment of the parking lot before resurfacing. Doland Engineering was engaged to take core samples and test them for \$450 (Task 2 on the quote in the packet). The civil engineer and Rethink recommended engaging a civil engineer to provide topographic mapping and final site plans. This could also include repair to some of the curbs that are disintegrating in places. The suggestion was to bid concrete as an alternate under the covered area. It is very costly to bring asphalt equipment under the low ceiling so the concrete might be less costly in the long run.

Mr. Olian questioned the not-to-exceed amount. He also asked if Rethink's project fee should be included in the motion. Rethink will provide a separate proposal for preconstruction services.

Councilmember Stone reported that the City is using permeable pavers as well as asphalt in some of their lots. She questioned whether this was an option for the Library. Councilmember Stone also reported the City is adding a conduit for an electric car charging station. She asked whether the Library would be interested.

Mr. Juarez asked if several options could be presented in the parking lot proposal. Director Smith will follow up with Doland Engineering.

Mr. Olian moved and Mr. Hurwitz seconded a motion to approve the contract with Doland Engineering, LLC for parking lot mapping and design not-to-exceed \$7,000.

Mr. Olian moved to amend the motion and Mr. Hurwitz seconded the motion to approve the contract with Doland Engineering, LLC for parking lot mapping and design not-to-exceed \$10,000. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

ADJOURNMENT

Ms. Wolfe moved and Ms. Sawle-Knobloch seconded a motion to adjourn the meeting at 7:50 p.m. President Basofin, presiding, adjourned the meeting at 7:50 p.m.

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith