

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
July 13, 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, Rudy Juarez (remote attendance), Barbara Mazur, Rob Olian, Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

Members Absent: None

Others Present: Pamela Siegel, Heidi Smith, Kim Stone

APPROVAL OF MINUTES

Mr. Olian moved and Mr. Ott seconded a motion to approve the June 8, 2021 minutes, June 2021 Bill List, and the June 2021 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

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- Five library trustee committees met since last month's meeting and will report out tonight.
- The strategic plan community survey was sent out Monday. There have been 360 responses so far. The survey closes on Friday and the planning team will meet next Thursday. Focus groups will be meeting soon.
- Ms. Wolfe questioned whether there was a target number for completed surveys. Director Smith responded that there was no identified number, but the consultant feels it is a very solid response. Promotional efforts will be boosted to attract more volunteers for the focus groups.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- On July 1, many typical services were restored, including the use of meeting rooms. There was a significant increase in door count from May to June. People are coming back to use the library's resources.
- An outdoor puppet show in the rose garden drew 75 people. An outdoor family concert this week also had a good showing.
- Facilities Manager Garrett Nicholson will be retiring at the end of this year. His successor, Chad Stechly, began yesterday. There will be an overlap of service in order to share institutional knowledge.

REPORT OF THE BUDGET AND FINANCE COMMITTEE

Chair Olian reported the Library is proposing a levy increase of just under 1%. The increase is necessary due to going fine free and generating zero interest on investments. This amounts to about a \$50,000 decrease in revenue. The expense line is slightly down due to a decrease in the salary line. The capital improvement budget is still in a bit of flux. The City asked if any projects would be redundant with an expansion project. This year's budget is tracking well.

REPORT OF THE BUILDING AND GROUNDS COMMITTEE

Chair Sawle-Knobloch reported on the SMC facility assessment. The priorities identified were the parking lot, the deteriorating window wood trim on the windows, the Youth Services door, and the Adult Services aluminum windows. The Library is pursuing an estimate for the wood trim. Window wood trim repair and replacement is in the capital plan for 2022 for \$250,000. Justin Pathman from Rethink was asked to do an assessment of the windows as well. He thinks a temporary repair is possible and is sending an expert to inspect every window for scraping, painting, and some replacement. An estimate will be coming shortly.

Doland Engineering is working on the plans for parking lot resurfacing which includes the restoration of the curbs as well. They will also provide an estimate for roughing in a charging station. Discussion ensued regarding the devotion of a parking space to a charging station as well as time limits. Mr. Hurwitz commented on the slope of the parking lot and drainage issues. Director Smith reported the consultant recommended the possibility of doing some concrete and asphalt and they are looking at installing a trench drainage as well.

The Committee recommends engaging Rethink for pre-construction and construction management services on the parking lot.

Ms. Wolfe moved and Ms. Sawle-Knobloch seconded a motion to approve an agreement with Rethink for parking lot pre-construction and construction services not to exceed \$12,000. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Regarding the elevator, Justin Pathman from Rethink, shared the same perspective as John Shales. They both reported it is functioning and safe currently but have concerns that it is significantly past its lifetime. If something breaks down, the typical lead time for elevator equipment is 18 weeks. Director Smith is requesting updated cost estimates for upgrades.

REPORT OF THE PERSONNEL POLICIES COMMITTEE

Chair Hurwitz reported that Eric Van Clevon presented an overview of the Compensation study. The purpose of the study was to make sure salaries are consistent with the marketplace. The proposed adjustments related to the 2022 minimum wage increase, market changes, and the 10 years of service midpoint target were included in the 2022 draft budget. The 2022 salaries budget line will not increase due to attrition.

REPORT OF THE OPERATIONS AND POLICIES COMMITTEE

Chair Anderson reported the Committee met to discuss the Customer Service policy and the Child Safety policy. A small revision regarding covered drinks for staff in public spaces was made on the Customer Service policy. Revisions were made to the Child Safety policy to align with Illinois State law.

More discussion will take place about shared services between the Highwood Library and Highland Park Library. Director Smith will reach out to the City Manager to see if there are other considerations in creating this type of partnership.

Ms. Mazur moved and Mr. Ott seconded a motion to approve the Customer Service policy and the Child Safety policy as presented. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

REPORT OF THE COMMUNITY RELATIONS AND DEVELOPMENT COMMITTEE

Chair Mazur reported the Committee met to discuss next steps for the 2025 expansion project. Director Smith shared a list of priorities as well as some additional space needs. The Committee will review the list again after the 2021 strategic plan is completed.

OTHER COMMITTEE AND LIAISON REPORTS

None

OLD AND NEW BUSINESS

None

ADJOURNMENT

Ms. Wolfe moved and Mr. Hurwitz seconded a motion to adjourn the meeting at 8:01p.m. President Basofin, presiding, adjourned the meeting at 8:01 p.m.

Submitted by: Pamela Siegel