

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
August 10, 2021

CALL TO ORDER

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

ATTENDANCE

Members Present: Erik Anderson (remote attendance), Rich Basofin, Joel Hurwitz, Rudy Juarez, 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

Ms. Mazur moved and Ms. Wolfe seconded a motion to approve the July 13, 2021 minutes, July 2021 Bill List, and the July 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:

- The focus groups for the strategic plan have been completed. The planning team will meet on August 17 and the leadership team will meet on August 23.
- Closed minutes will be reviewed at the September board meeting. Audiotape minutes can be destroyed after 18 months after the meeting minutes of the closed meeting have been approved.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- The 2020 Audit was completed. There are print copies available in the administration office. Director Smith will email a copy to the full board.
- The board packet included the library narrative that will accompany the 2021 budget presentation on August 23 at 5:30 at City Hall.
- The Library has reinstated the mask requirement for all visitors.

REPORT OF THE BUILDING AND GROUNDS COMMITTEE

Chair Sawle-Knobloch reported the Committee met yesterday and discussed the outdoor window trim repairs. Justin Pathmann from Rethink recommended the Library accept DES Painting's proposal for \$14,995 for painting and the wood replacement Time and Material not to exceed \$15,000. The Committee supports this proposal.

Ms. Sawle-Knobloch moved and Ms. Masur seconded a motion to approve the agreement with DES Painting for \$15,000 for painting exterior wood trim and not to exceed \$15,000 for repairs and replacement as needed. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

The Committee also discussed an elevator update to ensure functionality and safety until the expansion project is done in 2025. Jenkins and Huntington will prepare a proposal with in-depth specifications and gather and evaluate bids from suppliers. Mr. Stechly recommends doing this work now as elevator technicians that know how to fix old elevators are probably close to retirement and replacement parts may become more difficult to acquire. Currently, parts have a lead time of 12-16 weeks so the project may not be completed in 2021.

The public notice to bid on the parking lot will be posted this week. Bids will be opened on September 8. Mr. Pathman suggested roughing in the conduit during the parking lot project in order to be prepared to add a charging station to the parking lot at a later date.

REPORT OF THE OPERATIONS AND POLICIES COMMITTEE

Chair Anderson reported that the Committee reviewed three policies: Trustee Training, Disposal of Closed Session Recordings, and the Public Comments Policy. They also reviewed the proposed MOU between the Highland Park and Highwood libraries. The only change was to the Public Comments Policy, Section 3.2.

Mr. Anderson moved and Mr. Olian seconded a motion to approve the Trustee Training Policy, Disposal of Closed Session Recordings Policy, the Public Comment Policy, and the MOU as presented. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

OTHER COMMITTEE AND LIAISON REPORTS

None

OLD AND NEW BUSINESS

Staff reviewed the Child Safety Policy and suggested clearer language regarding the ages of children. The board suggested the following changes: "Age seven or under" should read "Children under the age of eight", "a child between the ages of eight and 13" should read "a child older than eight and younger than 14", children age 13 or under" should read "Children under the age of 14".

Mr. Olian moved and Ms Sawle-Knobloch seconded a motion to approve the Child Safety Policy as amended. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Mr. Ott attended a Friends of the Library meeting. He reported the Friends budget is quite robust due to the increased size of donations and the decrease in programs. The Friends approved many programs going forward including book discussions, Shakespeare, and painting with Bob Ross.

ADJOURNMENT

Ms. Wolfe. moved and Mr. Ott seconded a motion to adjourn the meeting at 7:32 p.m. President Basofin, presiding, adjourned the meeting at 7:32 p.m.

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith