

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting  
September 14, 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, Barbara Mazur, Rob Olian, Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

**Members Absent:** Rudy Juarez

**Others Present:** Robby Bringas, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

**Ms. Wolfe moved and Ms. Sawle-Knobloch seconded a motion to approve the August 10, 2021 minutes, August 2021 Bill List, and the August 2021 Financial Reports on the consent agenda. The motion passed unanimously.**

Ayes: Anderson, Basofin, Hurwitz, 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 strategic planning team will meet again at the end of September. An updated report will be provided at the October board meeting. Director Smith reported the strategic plan refresh has had many of the same key strategies as the original plan from three years ago. Through a series of conversations with staff, a new area of focus has emerged - making connections with members of the community. This information will be prepared in a report and presented to the planning team at the end of the month.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- The budget presentation to the City last month went smoothly and Director Smith praised Mr. Olian for his role. The Board will approve the final 2022 budget in December. The Personnel Committee will present the 2022 salary increase recommendation for approval at the December board meeting as well.
- Director Smith welcomed Robby Bringas, the new student representative for the Library.
- Director Smith gave an update on the elevator modernization project. The Library has narrowed the work to focus on the mechanical needs so it will be safe and reliable for the next several years. Jenkins & Huntington, elevator engineering consultants, have been engaged to take the library through the specification and bidding process.

- In preparation for the 2025 expansion, Director Smith has been communicating with the City regarding professional architectural services. The Building and Grounds Committee will meet next month to discuss.
- Last week, the Gardens of the North Shore program, drew over 100 people. The program was coordinated by Beth Keller in conjunction with the Glencoe Library. The presentation was great with gorgeous photos of beautiful gardens.

REPORT OF THE PERSONNEL POLICIES COMMITTEE

Chair Hurwitz reported the Committee met last week to discuss a vaccination policy for employees. The Committee is recommending that the Library wait for the City to announce their final vaccination policy before moving forward.

The Committee also discussed revisions to the Personnel Policy as recommended by the Library’s attorney. The proposed revisions included an addition to the Welcome statement on page 1, an addition to the Social Media section on page 10, and additions to the Employee Conduct section on page 15. Discussion followed on revised language. Director Smith suggested updating the document with the changes and bringing back to the full board at the October meeting. The Board agreed.

OTHER COMMITTEE AND LIAISON REPORTS

None

OLD AND NEW BUSINESS

Director Smith reported the bid opening for the parking lot resurfacing was September 7. Justin Pathman, construction manager, thought four companies were confirmed to submit bids but only two were received. The low bid was incomplete and the Library’s attorney deemed it non-responsive. Schroeder Asphalt Services submitted the lone bid for \$131,075. Mr. Pathman reported that he had worked with this company in the past, they do good work, and the bid price was in line with his estimates for the project. The bid also recommended \$20,000 for subgrade improvements if necessary.

**Ms. Mazur moved and Mr. Ott seconded a motion to approve the bid for the parking lot resurfacing project with Schroeder Asphalt Services for \$131,075 and up to \$20,000 for subgrade improvements. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

CLOSED SESSION

**Mr. Olian moved and Ms. Wolfe seconded a motion to adjourn to closed session to discuss the minutes of closed meetings for purposes of approval by the body and the semi-annual review of the minutes, pursuant to 5 ILCS 120/2(c)(21) at 7:50 p.m. The Board recessed the public portion of the meeting to discuss closed session minutes. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

RETURN TO OPEN SESSION

**Mr. Hurwitz moved and Mr. Olian seconded a motion to return to open session at 8:25 p.m. The motion passed unanimously.**

Ayes: Anderson, Basofin, Hurwitz, Mazur, Olian, Ott, Sawle-Knobloch, Wolfe  
Nays: None  
MOTION CARRIED

Following the closed session, President Basofin re-convened the open session of the Board at 8:25 p.m.

**Mr. Ott moved and Mr. Olian seconded a motion to approve closed session minutes from the following dates:**

**2020: May 28, October 13, October 21, October 22, November 5, November 10**

**The motion passed unanimously.**

Ayes: Anderson, Basofin, Hurwitz, Mazur, Olian, Ott, Sawle-Knobloch, Wolfe  
Nays: None  
MOTION CARRIED

**Mr. Olian moved and Ms. Wolfe seconded a motion to approve opening closed session minutes from the following dates:**

**2019: October 10, December 10**

**2020: January 14, October 13, October 21, October 22, November 5, November 10**

**The motion passed unanimously.**

Ayes: Anderson, Basofin, Hurwitz, Mazur, Olian, Ott, Sawle-Knobloch, Wolfe  
Nays: None  
MOTION CARRIED

**Mr. Olian moved and Mr. Hurwitz seconded a motion to approve destruction of verbatim recordings from the following dates:**

**2002: October 8, November 12, December 2**

**2003: January 14, February 11, March 11, April 8**

**2004: February 10, April 14, May 11**

**2005: February 8, February 17, March 8, March 22, April 12, May 10, July 14, December 1, December 13**

**2006: January 10, February 14, April 11**

**2007: April 10, November 13, December 10**

**2008: February 12, June 10, July 8, July 24, September 9, December 9**

**2009: September 8, December 8**

**2010: February 9, April 22, April 27, May 24, August 11, September 2, September 7, December 14**

**2011: January 11, April 12, May 10, June 14, July 12, October 11, November 29, December 13**

**2012: September 11, October 9, November 13, December 11**

**2013: July 9, September 10, December 10**

**2014: October 14, December 9**

**2015: February 10, May 6, May 12, December 8**

**2016: March 8, April 12, May 10, May 23, June 14, September 13, October 13, December 1**

**2017: January 10, August 8, December 14**

**2018: September 11, December 11**

**2019: September 10, October 10, December 10**

**2020: January 14**

**The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

**ADJOURNMENT**

Mr. Olian moved and Ms. Wolfe seconded a motion to adjourn the meeting at 8:33 p.m. President Basofin, presiding, adjourned the meeting at 8:33p.m.

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith