

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting - VIRTUAL
October 12, 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, Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

Members Absent: None

Others Present: Robby Bringas, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

Ms. Wolfe moved and Ms. Mazur seconded a motion to approve the September 14, 2021 minutes, September 2021 Bill List, September 2021 Financial Reports, FY22 closings, FY22 Board meeting dates, and the revised Personnel Policy 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 Personnel Committee has been discussing how to give Director Smith feedback on her evaluation. President Basofin will send the 2021 goals for Director Smith out to the whole Board again so they can review and make notes prior to going into closed session in November.
- The Board is moving from nine trustees to seven at the end of the year. President Basofin suggested board members think about how this will affect the way committees are staffed in the future.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- The parking lot resurfacing project started today. Curbs were removed but the lot is still usable and will be accessible to the public while they are pouring concrete. On Monday, October 18, the lot will be closed. Weather permitting, the closure will be just one week and the lot will reopen on October 23. The return bins have been relocated to the sidewalk in the front of the building. Communications will be sent to patrons via epostcards and large signage has been displayed.

- Director Smith highlighted another great program spearheaded by Beth Keller with 25 other libraries across the state. Author Gary Ginsburg discussed his new book *First Friends* in conversation with Steve Edwards, award-winning interviewer. Over 300 people attended the event. The author sent a note with a huge thanks for showcasing his book and organizing such a fun and thoughtful conversation with Steve Edwards.
- A number of Illinois libraries are organizing a statewide program called Illinois Libraries Present. Staff is evaluating the program to see whether it is a good fit for Highland Park. If so, it will require an IGA for the Board's approval. Shared opportunities allow the Library to present authors that would not otherwise be affordable.
- Director Smith has been reviewing 3rd quarter statistic results. Although it is difficult to compare statistics to 2020 due to the closings, circulation is up 30%. It has not rebounded totally to pre-pandemic numbers. The use of ebooks has continued to be strong. In terms of programming, there is a higher attendance rate even though fewer programs have been offered.

OTHER COMMITTEE AND LIAISON REPORTS

President Basofin reported the current 3-year Strategic Plan will conclude at the end of 2021. Instead of starting a whole new plan, the decision was made to refresh the plan. However, it has evolved into a whole new strategic plan for 2022-2024. Discussion and changes can be made tonight, and the final plan will be presented for approval at the November board meeting.

Director Smith reported the Strategic Planning Team was instrumental in outlining the questions for survey and focus groups. The consultant put together recommendations based on the results. The planning team felt the Vision statement and Mission statement were still in line with the identity of the Library. Three of the main areas of focus were brought forward from the learning report from 2018: Lifelong Learning, Optimizing Library Resources, and Organizational Development. Staff was also involved in discussions and a new area of focus emerged – Creating Connections. The team is looking to ensure strong relationships with current patrons and cultivate new relationships with nonusers and potential partners. With these four areas of focus, the staff will begin creating activities to reach these goals. Discussion followed.

OLD AND NEW BUSINESS

The Personnel Committee met to discuss the Vaccine policy and are recommending following the City of Highland Park.

Mr. Hurwitz moved and Mr. Anderson seconded a motion to approve the resolution to adopt the City of Highland Park's staff vaccine policy. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

The Nominating Committee is made up of Ms. Mazur, Mr. Olian, and President Basofin. They will meet this month and put together a slate of officers to share with the Board in November and vote on in December.

Director Smith reported there is money available in the 2021 budget due to being under budget on the salary line. Two projects under consideration to enhance the security of the building include the security camera project and the security door fob project. Although this would overspend the equipment line, there will still be money available from the salary line.

The evaluation of the security cameras identified 13 areas that needed improved coverage. In order to achieve this, the NVR equipment needs to be expanded. This will also allow space for an additional 12 cameras during the future building expansion. Installation will be done by Galcon, the company worked with previously. Director Smith recommends moving forward with the security camera project for \$17,050.

Ms. Mazur moved and Mr. Olian seconded a motion to approve the GalCon installation of 13 new security cameras at a cost of \$17,050. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Director Smith learned there were four staff workspace doors that can be locked but require a key to open. Doors are often left open. To ensure these staff areas are properly secured, door fobs need to be added to these doors.

Ms. Wolfe moved and Ms. Sawle-Knobloch seconded a motion to approve the installation of four additional security door fobs by Allied Universal at a cost of \$13,820. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

ADJOURNMENT

Mr. Hurwitz moved and Ms. Mazur seconded a motion to adjourn the meeting at 8:04 p.m. President Basofin, presiding, adjourned the meeting at 8:04 p.m.

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith