

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
November 9, 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, Rob Olian, Bill Ott, Carol Wolfe

Members Absent: Rudy Juarez, Barbara Mazur, Nancy Sawle-Knobloch

Others Present: Pamela Siegel, Heidi Smith, Kim Stone

APPROVAL OF MINUTES

Ms. Wolfe moved and Mr. Olian seconded a motion to approve the October 12, 2021 minutes, the October 2021 Bill List, and the October 2021 Financial Reports on the consent agenda. The motion passed unanimously.

Ayes: Anderson, Basofin, Hurwitz, Olian, Ott, Wolfe

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith followed up on questions from last month's strategic plan discussion. Out of approximately 10,000 cardholders, there were 548 survey respondents or about 5.5%. This means of the 30,000 Highland Park residents, less than 2% of the residents responded to the survey. A comprehensive summary of needs assessment data from the Williams Design Project in 2014 will be brought to the next Community Relations and Development Committee meeting where they need to prioritize space needs identified to date within the context of the new strategic plan. Director Smith is meeting with the City next week to discuss the construction process and public engagement with the project.
- A talented member of the team, Administrative Assistant Jayme Oldham, had one of her excellent book reviews featured in Library Reads, a very prestigious publication. Also, IRS librarians Gus Palas and Laurie Skinner, regularly contribute book reviews to the Library Journal. The special newsletters have been very popular this fall with recommendations of hot titles by the Information & Reader Services staff.
- Jenkins & Huntington are estimating \$15,000 for a modest modernization of the elevator. A public bid is not required. Jenkins & Huntington will prepare "request for quote" (RFQ) documents to solicit quotes from reputable area elevator firms. A recommendation should be ready for approval at an upcoming board meeting.
- The Per Capita Grant request is through the Illinois State Library. Grant amounts of up to \$1.475 per person served are available, on an annual basis, to all Illinois local public libraries. The application requirements this year include the Board's review of the "Standards for Illinois Public Libraries," a 70-page resource made of 13 chapters. Each chapter has a checklist to review and Director Smith recommends starting with the checklists. Director Smith and Assistant Director Chad Clark reviewed the information and will share a report of their assessment against the

standards. She will send the assessment as well as the resource out to the board this week for review at the December 14 meeting. If follow-up is necessary, it can be further discussed at the January 11 meeting.

OTHER COMMITTEE AND LIAISON REPORTS

The Nominating Committee selected the following slate of officers for 2022 to be presented for approval at the December meeting: Carol Wolfe - President, Erik Anderson - Vice President, Bill Ott -Treasurer, Nancy Sawle-Knobloch – Secretary.

REPORT OF THE OPERATING AND POLICY COMMITTEE

Mr. Anderson reported the Committee reviewed the Meeting Room Policy and the Circulation Policy. The most critical changes were reorganization of the Meeting Room Policy to clarify rules applied to small meeting rooms and those that apply to the two large meeting rooms and to make the usage of those rooms compliant with general library standards and aligning with library language. Director Smith reported that Mr. Ott brought up the legal issues associated with the library trying to limit the content of the meeting. Some fees were also removed to make the space more accessible.

Mr. Hurwitz suggested one small change to the second paragraph of the policy. “Exceptions to this policy may be made with special Board approval” should say “may be made with special approval by the Board of Trustees of the Highland Park Public Library.” Identification of the Board was deleted from the first paragraph.

Mr. Ott moved and Mr. Olian approved a motion to approve the Meeting Room Policy as amended. The motion passed unanimously.

Ayes: Anderson, Basofin, Hurwitz, Olian, Ott, Wolfe

Nays: None

MOTION CARRIED

Mr. Anderson reported the changes to the Circulation Policy clean up redundancies and language and make things less confusing on checkouts and loans. Technical Services Manager, Catherine Eilers, discovered CCS has a few setting restrictions which affect the Appendix chart. Video Games and new CDs need to be changed from one renewal to two in order to comply. A change that Director Smith is very excited about is giving City of Highland Park staff the ability to get a Highland Park library card.

Ms. Wolfe moved and Mr. Ott seconded a motion to approve the Circulation Policy as amended. The motion passed unanimously.

Ayes: Anderson, Basofin, Hurwitz, Olian, Ott, Wolfe

Nays: None

MOTION CARRIED

OLD AND NEW BUSINESS

President Basofin asked for a motion to approve the 2022-2024 Strategic Plan.

Mr. Hurwitz moved and Mr. Anderson seconded a motion to approve the 2022-2024 Strategic Plan. The motion passed unanimously.

Ayes: Anderson, Basofin, Hurwitz, Olian, Ott, Wolfe

Nays: None

MOTION CARRIED

Director Smith reported that the library has a very aged boiler pump that was rebuilt twice in the last two decades and needs to be replaced. She is recommending the board move forward with Northern Weathermakers for the replacement, the company who did the refurbishment.

Mr. Hurwitz moved and Ms. Wolfe seconded a motion to approve the boiler pump replacement at a cost not to exceed \$13,000. The motion passed unanimously.

Ayes: Anderson, Basofin, Hurwitz, Olian, Ott, Wolfe

Nays: None

MOTION CARRIED

The Library currently has four self-checkout kiosks that are seven years old and need to be replaced. Chad Clark applied for the Road to Recovery grant from the Illinois State Library and received \$24,000 to improve self-service solutions for the community. Staff assessed multiple products and narrowed it down to three vendors that could interface with our current system. Quotes on all three units were very similar but Envisionware was the product that worked best according to the assessment. The price was \$26,500. For four units. Mr. Clark negotiated the price to \$24,999 so the library's out-of-pocket expense would be \$999.

Mr. Hurwitz moved and Ms. Wolfe seconded a motion to approve the self-checkout replacement with Envisionware at a cost of \$24,999. The motion passed unanimously.

Ayes: Anderson, Basofin, Hurwitz, Olian, Ott, Wolfe

Nays: None

MOTION CARRIED

CLOSED SESSION

Mr. Hurwitz moved and Mr. Olian seconded a motion to adjourn to closed session to discuss a personnel matter at 7:39 p.m. The motion passed unanimously.

Ayes: Anderson, Basofin, Hurwitz, Olian, Ott, Wolfe

Nays: None

MOTION CARRIED

RETURN TO OPEN SESSION

Following the closed session, President Basofin re-convened the open session of the Board at 8:16 p.m.

ADJOURNMENT

Mr. Hurwitz moved and Mr. Anderson seconded a motion to adjourn the meeting at 8:18 p.m. President Basofin, presiding, adjourned the meeting at 8:18 p.m.

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith