

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting - VIRTUAL
December 8, 2020

CALL TO ORDER

President Basofin, presiding, called the meeting to order at 7:03 p.m.

ATTENDANCE

Members Present: Erik Anderson, Rich Basofin, Rich Coplan, Joel Hurwitz, Marty Kinczel, Barbara Mazur, Rob Olian, Nancy Sawle-Knobloch, Carol Wolfe

Members Absent: None

Others Present: Chad Clark, Dan Kaufman, Pamela Siegel

APPROVAL OF MINUTES

President Basofin removed approval of the FY21 budget from the consent agenda for further discussion.

Mr. Hurwitz moved and Mr. Olian seconded a motion to approve the November 10, 2020 minutes, November 2020 Bill List, the November 2020 Financial Reports, and the approval of a \$350,000 transfer to the Special Reserve Fund on the consent agenda. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Mr. Olian moved and Mr. Anderson seconded a motion to approve the FY21 budget as presented in the board packet. Discussion followed:

President Basofin opened a discussion of the FY21 budget. Mr. Hurwitz questioned the fine revenue line of \$25,000 and whether fines would be reinstated in 2021. Mr. Olian reported that it was the best estimate at this time and may need to be revised next year if the fine policy changes. It would have minimal impact on the overall budget. Mr. Hurwitz also asked whether the capital expense budget of \$372,000 included funds for the parking lot improvement. Mr. Olian reported there is \$130,000 allotted in the budget for improvements next year.

Mr. Olian reported that another reason the FY21 budget was pulled from the consent agenda was a request to consider the salary line and what will be done regarding personnel salaries for the coming year. Various options were discussed. However, a salary recommendation could not be approved since it was not an agenda item. It was suggested that the Personnel Committee consider the question and make a recommendation to the Board. President Basofin would like to convene the Personnel Committee in early January at which time the new Executive Director will be able to participate.

The motion to approve the FY21 budget was then passed unanimously

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- Deena Jenkins, Youth Services Librarian, is retiring after 38 years. Mr. Clark reported that she has been the library storyteller for over 30 years.
- He recognized Marty Kinczel and Rich Coplan for their service and said it has been a pleasure serving with both of them.
- The first part of next year will be busy. Every third year a Compensation Study is undertaken, a Strategic Plan is created (work on the Strategic Plan for FY22-24 will be done in FY21), and a review of possible future maintenance projects is completed.

REPORT OF THE INTERIM DIRECTOR

Mr. Clark's report included the following:

- Last month the Library reverted back to the Grab n Go model of service due to the rise of COVID cases. Along with that, more staff is working from home and staggering shifts.
- The Library received a Cares Act reimbursement check of \$25,300.93.
- The Library received a check from the City for impact fees in the amount of \$75,000.

OTHER COMMITTEE AND LIAISON REPORTS

None

OLD AND NEW BUSINESS

Ms. Wolfe moved and Mr. Hurwitz seconded a motion to waive compliance with the 2-year limitation on Board Officer terms of office. The motion passed unanimously.

Mr. Hurwitz moved and Ms. Sawle-Knobloch seconded a motion to approve the FY21 slate of officers to remain the same for one more year—President-Rich Basofin, Vice President-Carol Wolfe, Treasurer-Rob Olian, and Secretary-Barbara Mazur. The motion passed unanimously.

Councilman Kaufman thanked Mr Coplan and Mr Kinczel for their service.

ADJOURNMENT

Mr. Olian moved and Ms. Sawle-Knobloch seconded a motion to adjourn the meeting at 7:37 p.m. President Basofin, presiding, adjourned the meeting at 7:37 p.m.

Submitted by: Pamela Siegel