

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
December 14, 2021

CALL TO ORDER

President Basofin, presiding, called the meeting to order at 7:05 p.m.

ATTENDANCE

Members Present: Rich Basofin, Joel Hurwitz, Barbara Mazur, Rob Olian, Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

Members Absent: Erik Anderson, Rudy Juarez

Others Present: Pamela Siegel, Heidi Smith, Kim Stone

APPROVAL OF MINUTES

Mr. Hurwitz moved and Ms. Wolfe seconded a motion to approve the November 9, 2021 regular minutes, the October 20, 2021 Nominating Committee minutes, the November 2021 Bill List, the November 2021 Financial Reports, the transfer to the Special Reserve Fund, and the extension of the COVID supplementary sick policy through February 15, 2022 on the consent agenda. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

Highland Park residents Jeff Levin and Ashley Lapin Olian attended the meeting remotely. Ms. Olian stated she is thrilled to be a new trustee and is looking forward to working with everyone in 2022.

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- President Basofin recognized the three trustees leaving the Board - Barbara Mazur, Joel Hurwitz, and Rudy Juarez. He said it's been a pleasure and a privilege to work with them.
- President Basofin welcomed the two new trustees, Ashley Olian and Irene Hoffman.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith asked Mr. Olian to talk about President Basofin's tenure as the longest serving President. Mr. Olian recognized President Basofin for four major accomplishments: presiding during COVID, hiring a new executive director, a substantial renovation of the building, and a revamp of the strategic plan. Both his manner and substance added substantially to the Board and everyone has benefited greatly.
- Director Smith provided an update on the elevator project. The project is much smaller than originally anticipated so rather than going out to bid, materials will be submitted as a request for proposal through the elevator firm. They will receive proposals the first week of January, review them, and make a recommendation for the Board's February meeting.
- The Strategic Plan has been a very exciting project. After the Board's approval in November, staff moved forward and have been putting together activity plans at the interdepartmental, management, and department levels. In January, Director Smith and the Assistant Director will review the plans and construct the evaluation framework and the reporting structure. Director Smith shared an

example of how staff plan on reporting on outcomes.

- Director Smith reported news coverage of recent events included the Halloween Railroad and Pulitzer Prize-winning photojournalist Lynsey Addario. Another timely event was with Cathy Park Hong in November. Her “New York Times” bestselling book, *Minor Feelings, An Asian American Reckoning*”, was featured in the Tribune. It happened again with a program on *The Man Who Lived Underground* by Richard Wright. Staff have been very mindful of news events and have been bringing current events to the community through books and programs.
- Mr. Olian questioned the programs attendance report for video you tube engagement and suggested they be broken out into another category. Mr. Ott applauded the Readers Advisors for being on top of trends and doing programs that are in the news.

REPORT OF THE BUILDING AND GROUNDS COMMITTEE

Ms. Sawle Knobloch reported the Committee met to discuss the HVAC system and the service contract with Northern Weathermakers. Facilities Manager Chad Stechly requested quotes from three local firms to ensure the contract was competitive. He reviewed the proposals received, and recommended contracting with Hill Mechanical Services for \$14,520, about \$500 less than the current contract. The Committee recommends Hill Mechanical Services.

Mr. Hurwitz moved and Mr. Olian seconded a motion to approve the 2022 HVAC service contract with Hill Mechanical Services for \$14,520. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Director Smith reported that after meeting with City Manager Neukirch, she adjusted the Expansion 2025 timeline. The timeline now includes a presentation of the updated needs assessment for the Library at a public City Council meeting. The RFQ for architectural services is targeted for May 2022. The review of responses and selection is expected in August.

REPORT OF THE COMMUNITY RELATIONS AND DEVELOPMENT COMMITTEE

Ms. Mazur reported the Committee met to discuss prioritization of expansion items. The list is included in the minutes. Director Smith and Chad Clark developed the following calendar: a discussion in January, presentation of the preview in February or March to the Board, presentation to City Council in March, issuance of an RFQ in May, receive proposals in June, and select an architect in August.

Mr. Olian questioned the priority level of a drive-up book pick-up and return. Director Smith reported that they are planning on looking into an expanded curbside service pick-up as well as pick-up lockers as options. Mr. Olian suggested speaking to Indian Trails and other libraries about the demand for their drive-up window. Mr. Ott commented that people have changed habits during the pandemic. He believes a drive-thru service is going to become a fundamental service in the future.

Councilwoman Stone commented that she is not in favor of a drive-thru service. She believes there is value to coming into the library and thinks patrons should be encouraged to walk into the library. Also, she commented that she is not in favor of expanding the parking lot. She believes there is sufficient parking available at the Metra station. Director Smith reported that a parking study will be included in the RFQ for architectural services.

REPORT OF THE PERSONNEL POLICY COMMITTEE

Mr. Hurwitz reported the Personnel Committee met to discuss salary increases for 2022. He reminded the board that a Compensation study was done earlier in the year. The Committee reviewed the City’s outline for salary increases in 2022. The Committee recommends a 3.25% salary increase.

Ms. Wolfe moved and Mr. Olian seconded a motion to approve the 2022 salary adjustments based on a 3.25% increase. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

REPORT OF THE OPERATIONS AND POLICIES COMMITTEE

Director Smith reported the Board recently updated the Meeting Room Policy to include the additional meeting rooms in Adult Services and update other various elements. The Committee met to review another small policy, Limitations on Use of Library Property, that was referred to in the Meeting Room policy. As a limited public forum, the Library is an open forum for people to discuss any topic. The Committee recommends adding additional language to page one of the Meeting Room policy and removing the Limitations on Use of Library Property policy.

Mr. Olian moved and Mr. Ott seconded a motion to approve THE REVISED Meeting Room policy and removal of Limitations on Use of Library Property policy. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Mr. Olian reported there were two small changes to the bylaws. The first change conforms the bylaws to the new board structure of 7 board members instead of 9. The second change is a new section on remote attendance which is drawn from the Open Meetings Act.

Ms. Wolfe moved and Mr. Sawle-Knobloch seconded a motion to approve by-laws as revised. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

OLD AND NEW BUSINESS

Director Smith led a discussion of the 2022 Per Capita grant requirements. Following the November board meeting, the book *Serving Our Public 4.0 Standards for Illinois Public Libraries* was distributed for the Board's review. Director Smith provided a summary and assessment of the library's conformity to the standards as well as the proposed use of grant funds to be included in the Per Capita grant application.

Mr. Olian reported that preparation of the budget begins in May and June. The initial presentation to City Council is in August and feedback from the Council follows. The salary line is the one line that the Committee waits to track what the City is doing as far as salary increases and associated benefits. Once the council approves the budget at their December meeting, the Library board formally approves the budget at the December board meeting.

Mr. Olian moved and Ms. Sawle-Knobloch seconded a motion to approve the 2022 budget. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

President Basofin presented the 2022 slate of officers: Carol Wolfe, President, Erik Anderson, Vice-President, Bill Ott, Treasurer, and Nancy Sawle-Knobloch, Secretary.

Mr. Olian moved and Ms. Mazur seconded a motion to approve the 2022 slate of officers. The motion passed unanimously.

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

Ms. Wolfe reported the plan is to meet in-person with masks beginning in January. Accommodations will be made for anyone if necessary.

CLOSED SESSION

Mr. Olian moved and Ms. Wolfe seconded a motion to adjourn to closed session to discuss the approval and release of closed session minutes and the approval of the 2022 Executive Director compensation at 8:21 p.m. The motion passed unanimously.

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

RETURN TO OPEN SESSION

With no further business to conduct and no objections, President Basofin adjourned its closed session at 8:43 p.m. and reconvened an open session.

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

Ms. Wolfe moved and Ms. Mazur seconded a motion to approve a 3.25% salary increase for the Executive Director with an additional \$3,000 bonus. The motion passed unanimously.

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

Ms. Mazur moved and Mr. Olian seconded a motion to approve and open closed session minutes from September 14 and November 9. The motion passed unanimously.

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

ADJOURNMENT

Mr. Hurwitz moved and Ms. Sawle-Knobloch seconded a motion to adjourn the meeting at 8:45 p.m. President Basofin, presiding, adjourned the meeting at 8:45 p.m.

Submitted by: Pamela Siegel
Reviewed by: Heidi Smith