

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
April 10, 2018

CALL TO ORDER

President Basofin, presiding, called the meeting to order at 7:00 p.m.

ATTENDANCE

Members Present: Rich Basofin, Rich Coplan, Donna Fletcher, Lela Hersh, Joel Hurwitz, Marty Kinczel, Laura Knapp, Barbara Mazur

Members Absent: Jerry Aufox

Others Present: Jane Conway, Dan Kaufman, Adam Kramer, Tiffany Nash, Mike Pickard, Dan Pohrte, Pamela Siegel

APPROVAL OF MINUTES

Mr. Hurwitz moved and Ms. Mazur seconded a motion to approve the March 13, 2018 minutes, the March 2018 Bill List, and the March 2018 Financial Reports on the consent agenda. The motion passed unanimously.

Ayes: Basofin, Coplan, Fletcher, Hersh, Hurwitz, Kinczel, Knapp, Mazur

Nays: None

MOTION CARRIED

President Basofin and Ms. Conway introduced Tiffany Nash and Dan Pohrte from Product Architecture. The architects presented a PowerPoint on the proposed library renovation along with examples of renovations completed at other libraries. Discussion followed about the benefits of the project to the community.

COMMENTS FROM THE PUBLIC

Mr. Pickard complimented the architects on the renovation plan and questioned whether there were any anticipated challenges in the proposed plan. Mr. Pohrte stated the 18" masonry walls in the Youth Services area could be a challenge.

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- He detailed the many ways in which the library communicates with the City staff and elected officials. Councilman Dan Kaufman serves as the City's library liaison, providing a two-way channel for communication between the entities. Director Conway regularly speaks with City Manager Ghida Neukirch. Quarterly intergovernmental meetings offer a chance for all taxing bodies to interface with each other. President Basofin also reminded the Board that the library's expansion project and parking needs will be discussed by the Council at a Committee-of-the-Whole meeting on April 23.
- The strategic planning project is underway. Amanda Standerfer, a strategic planning consultant, has been hired. She recommends that the planning team include the library director, two staff members, and two Board members. As such, the team will consist of Ms. Conway, Beth Keller, Chad Clark, Trustee Hurwitz, and Board President Basofin. The kick-off meeting is scheduled for Monday, April 23. The consultant will be on site all day on May 8 and would like to conduct a two-hour mission and vision discussion at the Board meeting that evening. The Board agreed to change the start time of the meeting to 6:30 p.m. on May 8.

- The compensation study has been completed. The Personnel Policies Committee will review the results during 2019 budget meetings.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- She congratulated Adam Kramer on the success of the HPHS Robotics team of which he is a member. The team recently won the Illinois State Championship and is moving on to the World Championship in Detroit.
- The new catalog system will go live on Tuesday, April 17.
- Author Jonathan Eig appeared at the library last month to discuss his new biography on Mohammed Ali. He gave the library a signed copy of the book with an inscription that reads "to the greatest library of all time."
- In a recent edition of the *Library Hotline* newsletter, the Newport Beach City Council announced a building project which will combine the library and fire station under one roof. The new building will be called the Fibrary. Staff found this interesting in light of recent discussions regarding Highland Park's library, senior center, and fire station.
- Welz Kauffman, President and CEO of the Ravinia Festival, will present a preview of the 2018 summer season at the library on Monday, April 23. Ravinia will be serving free ice cream from their new ice cream carts at the event.
- Jamie Bernstein, Leonard Bernstein's daughter, has written a memoir that will go on sale this summer. She will do a book talk and signing at the library on July 26. Welz Kauffman will serve as the moderator for the event.

Ms. Hersh commended staff on the author program with David Litt, speechwriter for President Obama.

REPORT OF THE BUILDING AND GROUNDS COMMITTEE

Ms. Knapp reported the Committee met on April 4 to discuss several projects.

1. Lobby, Brenner Room, and Film/Music Room lighting upgrade

Bids were opened last week and the Committee recommends Kordick Electric, the lowest responsible bidder, for an amount not to exceed \$62,918.00. This figure also includes necessary touch-up painting.

Ms. Knapp moved and Ms. Hersh seconded a motion to approve the Kordick Electric bid for the lighting project at a total project cost (lighting and painting) not to exceed \$62,918.00. The motion passed unanimously.

Ayes: Basofin, Coplan, Fletcher, Hersh, Hurwitz, Kinczel, Knapp, Mazur

Nays: None

MOTION CARRIED

2. Youth Services Department roof replacement

The City recommends hiring Illinois Roof Consulting Associates (IRCA) to prepare bid specifications and provide project oversight.

Ms. Knapp moved and Mr. Hurwitz seconded a motion to approve the IRCA proposal for \$5,920.00 to prepare the bid specifications and oversee the roof project. The motion passed unanimously.

Ayes: Basofin, Coplan, Fletcher, Hersh, Hurwitz, Kinczel, Knapp, Mazur

Nays: None

MOTION CARRIED

3. Landscaping contract

The City recommends that the library directly hire a landscaping and snow removal service for the coming year. The Committee reviewed bids from three landscaping companies whose services include spring and fall cleanup, weekly maintenance, seasonal plantings in the entrance pots, and mulching. The three bids were very close. The Committee recommends Mariani Landscaping since the library had good results with them in the past.

Ms. Knapp moved and Mr. Hurwitz seconded a motion to approve the Mariani Landscaping proposal for \$10,788.00 annually. The motion passed unanimously.

Ayes: Basofin, Coplan, Fletcher, Hersh, Hurwitz, Kinczel, Knapp, Mazur

Nays: None

MOTION CARRIED

Berg Engineering is working on bids specifications for the previously approved HVAC project.

Kordick Electric is completing the Youth Services lighting project which was approved last September. The library received a rebate from ComEd for \$4,700.00.

REPORT OF THE PERSONNEL POLICIES COMMITTEE

Ms. Hersh reported the Committee met with compensation consultant Eric Van Clevon who recently reviewed and updated the library's 2015 Compensation Plan. The Committee will take his recommendations into consideration this summer when the Budget and Finance Committee meets to develop the 2019 budget.

POLICY COMMITTEE

Mr. Kinczel reported that CurbIt, the library's new curbside pickup service, will launch on April 23. It will be advertised in the Highlander, on the library's website, and with bookmarks. A parking spot will be designated between the two handicapped spots in the lower level parking lot for provision of the service.

OTHER COMMITTEE AND LIAISON REPORTS

Councilman Dan Kaufman invited Board members to attend the April 23 Committee-of-the-Whole meeting at City Hall at which time the proposed library expansion, library parking, Ravinia fire station, and Senior/Youth Services project will be discussed.

OLD AND NEW BUSINESS

Mr. Kinczel expressed concern that the renovation plan does not include a sprinkler system. It was suggested a specialist be hired to do a study on the cost of sprinklers for the proposed renovation area only as well as the entire main floor and upstairs.

ADJOURNMENT

Ms. Hersh moved and Mr. Kinczel seconded a motion to adjourn the meeting at 8:37 p.m. President Basofin, presiding, adjourned the meeting at 8:37 p.m.

Submitted by: Pamela Siegel