

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
May 8, 2018

CALL TO ORDER

President Basofin, presiding, called the meeting to order at 6:30 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: Linda Center, Jane Conway, Adam Kramer, Bill Lato, Garrett Nicholson, Mike Pickard, Pamela Siegel, Amanda Standerfer

APPROVAL OF MINUTES

Ms. Knapp made the following correction to the third page of the April 10, 2018 minutes under Old and New Business: “Ms. Knapp suggested hiring a specialist” should read **“It was suggested a specialist be hired...”**

Ms. Hersh moved and Mr. Hurwitz seconded a motion to approve the April 10, 2018 minutes as amended, the April 2018 Bill List, and the April 2018 Financial Reports on the consent agenda. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Basofin’s report included the following:

- He introduced Garrett Nicholson, Facilities Manager, who recognized Bill Lato, Maintenance Assistant, with a certificate and a gift card for 15 years of service.
- He and Ms. Conway met with the Mayor and City Manager on May 2 to discuss the expansion project and an interim remodeling plan. The Mayor reiterated that the Ravinia Fire Station has been prioritized. There may be some money available in FY21 to allow for a phased approach to a library expansion. Ms. Conway was asked to consult with Williams Architects by May 24 regarding options for a phased expansion. The City is preparing a 10-year Capital Improvement Plan that will take into consideration the phased options.
- Pathmann Construction prepared an estimate for sprinkler installation in the proposed remodel area at a cost of \$143,000.00. The estimate to install sprinklers in all unsprinkled areas of the library would be \$506,000.00. Additional information was requested on what type of sprinkler system is most commonly installed in library settings.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway’s report included the following:

- The FY17 Per Capita grant check was received in the amount of \$23,109.00.
- A gift of \$5,000.00 was received.

- The Curbit service has been well received. Several libraries, including Glencoe, have inquired about replicating the service for their communities.
- The annual Volunteer Recognition Luncheon was held at the end of April. Approximately 70 community members volunteer on a regular basis, not including the Friends of the Library. A new Volunteer Tech Savvy program is being initiated. The volunteers will provide one-to-one technology assistance. The volunteer pool will also help with the upcoming community survey.
- Ms. Conway thanked Board members for participating in the City organized neighborhood meetings.
- Chad Clark, New Media Services Manager, is quoted extensively throughout a new book titled Human Operators: A Critical Oral History on Technology in Libraries and Archives.

OLD AND NEW BUSINESS

The Library has received a proposal from the City's 150th Anniversary Steering Committee responsible for arts activities. The proposal details a quilt project that would feature historical, architectural, natural, and recreational landmarks in the community. The Committee would like to display the completed quilt in the library. Following discussion, Ms. Conway was directed to respond to the Committee's proposal with the following stipulations:

- The Board will need to see the quilt design prior to approving the gift.
- The Board may only accept the quilt as an unrestricted gift. Location and timeframe for display would be determined by the Board. The Board cannot guarantee that the quilt will be permanently displayed.
- A Deed of Gift outlining the terms of acceptance would be drafted following approval of the design.

Ms. Conway introduced strategic planning consultant Amanda Standerfer. Ms. Standerfer recapped her day long visit which included a tour of the library and community, and three small group discussions with staff. She then led a discussion with the Board focusing on community aspirations, challenges in reaching those aspirations, and the role the library might play in achieving those aspirations. The second part of the discussion addressed the library's current mission and vision and how the Board might like to update those statements.

ADJOURNMENT

Ms. Hersh moved and Ms. Knapp seconded a motion to adjourn the meeting at 8:59 p.m. President Basofin, presiding, adjourned the meeting at 8:59 p.m.

Submitted by: Pamela Siegel