

HIGHLAND PARK PUBLIC LIBRARY

Board of Trustees Meeting

September 11, 2018

CALL TO ORDER

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

ATTENDANCE

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

Members Absent: Marty Kinczel

Others Present: Jane Conway, Dan Kaufman, Mike Pickard, Pamela Siegel

APPROVAL OF MINUTES

Ms. Mazur moved and Mr. Hurwitz seconded a motion to approve the August 14, 2018 minutes, the August 14, 2018 Bill List, and the August 2018 Financial Reports on the consent agenda. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- He attended the Friends' quarterly Board meeting last week.
- Strategic planning consultant Amanda Standerfer led an all staff discussion on the draft plan. PollEverywhere cell phone software was successfully used to solicit anonymous suggestions/comments from all attendees. Staff were very engaged in the process. The final plan will be presented to the Board in November.
- President Basofin, Ms Conway, and Mr. Aufox attended the City Council meeting to present the 2019 budget. No questions were asked regarding the proposed operating budget.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- The annual "How To" Festival will take place on Sunday, September 23 from 1 p.m. to 5 p.m. The City's New Resident Fair will also be held in the library at the same time.
- The new audiovisual equipment gifted by Friends was installed in the Adult Services Room. It will debut to the public on Monday, October 15 for the Arnie Duncan author event.
- The Youth Services roof project has been completed. The HVAC control project is also underway. The new lighting in the AV and Brenner Rooms is partially installed and has already made a significant difference. The library received a \$7,000 rebate from ComEd for the lighting project.

REPORT OF THE OPERATIONS AND POLICIES COMMITTEE

President Basofin reported the Committee reviewed the Public Comment Policy and recommends no changes.

The Committee recommends for approval the Reference and Readers' Advisory Policy, required for a 2019 Per Capita grant. The new policy is based on a template provided by the Illinois Library Association. Discussion followed regarding if the policy should include a statement that library staff will not provide

illegal services such as 3D gun printing or information that cannot be legally shared with the public such as confidential personnel information. Since other library policies cover these issues, no changes were made to the proposed policy.

Ms. Hersh moved and Ms. Knapp seconded a motion to accept the Reference and Readers' Advisory Policy as presented in the Board packet. The motion passed by a majority.

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

Nays: Aufox, Hurwitz

MOTION CARRIED

A Lincoln bust was offered to the Library. The Committee does not recommend acceptance due to space limitations and the fact that it is a copy, not an original work of art.

OLD AND NEW BUSINESS

The Board reviewed Chapters 6 - 10, Trustee Facts File, to fulfill the 2019 Per Capita grant requirement.

Mr. Aufox expressed concern about a question Mayor Rotering raised during the budget meeting last month regarding funding sources for the proposed expansion. Councilman Kaufman suggested a meeting with the Mayor, the City Manager, and the Finance Director to clarify.

Ms. Conway reported that Helene Bjorseth, IT Services Manager, is retiring on October 5.

Ms. Knapp noted two patron suggestions regarding acceptable forms of ID required for library card renewals. Ms. Conway will investigate and follow-up.

CLOSED SESSION

Ms. Hersh moved and Ms. Knapp seconded a motion to adjourn to closed session at 7:43 p.m. The Board recessed the public portion of the meeting to review closed session minutes. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

RETURN TO OPEN SESSION

Mr. Aufox moved and Ms. Hersh seconded a motion to return to open session at 7:45 p.m. Following the closed session, President Basofin re-convened the open session of the Board at 7:45 p.m.

Ms. Hersh moved and Ms. Mazur seconded a motion to open the closed session minutes from August 8, 2017 and December 14, 2017. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

ADJOURNMENT

Mr. Aufox moved and Ms. Knapp seconded a motion to adjourn the meeting at 7:50 p.m. President Basofin, presiding, adjourned the meeting at 7:50 p.m.

Submitted by: Pamela Siegel