

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
December 11, 2018

CALL TO ORDER

President Basofin, presiding, called the meeting to order at 7:02 p.m.

ATTENDANCE

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

Members Absent: none

Others Present: Jane Conway, Adam Kramer, Nancy Sawle-Knobloch, Pamela Siegel, Carol Wolfe

APPROVAL OF MINUTES

President Basofin removed two items from the consent agenda: the approval of the FY19 budget and the approval of transfer to Special Reserve Fund.

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

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

Nays: None

MOTION CARRIED

Mr. Aufox moved and Mr. Hurwitz seconded a motion to approve the FY19 budget as presented in the Board packet. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Mr. Aufox reported the Budget and Finance Committee recommends approval to move \$600,000 from the General Fund to the Special Reserve Fund to be used for the upcoming renovation project.

Mr. Aufox moved and Ms. Knapp seconded a motion to move \$600,000 from the General Fund to the Special Reserve Fund. The motion passed by a majority with Mr. Kinczel abstaining.

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

Nancy Sawle-Knobloch and Carol Wolfe introduced themselves. They will be joining the Library Board in January 2019.

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- He thanked Mr. Aufox, Ms. Fletcher, and Ms. Hersh for their dedicated service to the Library Board. They will complete their terms this month.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- The library continues to receive many generous year-end gifts: \$1,000 from the Brenner family, \$1,000 from Ruth Ruffer, and \$7,000 from the Modestus Bauer Foundation.
- She was contacted by the family of Nancy Happ, a long-time resident of Highland Park who passed away in November. The family designated the library for memorial gifts.
- YEA! Highland Park awarded the library \$5,000 for the Note to Note Concert Series.
- A grant for \$500 was received from the American Library Association to facilitate a Google Coding Project.
- Morton Grove Public Library will be joining the catalog consortium in January resulting in a reduction in the annual fee paid by each member library.
- Staff is looking forward to beginning work on the Youth Services renovation project. It will take about six months to complete the drawings, specifications, and bidding process. Construction will begin in Fall 2019 after summer reading is over. Mr. Coplan questioned whether there was a need to go out for bid for the architect. The law does not require going out for bid on a professional service with an established vendor.
- She thanked Mr. Aufox, Ms. Fletcher, and Ms. Hersh for all their time, support, and guidance throughout their terms of office.
- Ms. Conway looks forward to working with everyone in the new year and wished everyone a happy holiday.

OLD AND NEW BUSINESS

President Basofin reported that the Strategic Plan has been finalized for approval. The Planning Team changed one word in the third goal— Organizational Development became Organizational Strength. The Planning Team felt that Strength more accurately reflects the activities within the goal.

Ms. Hersh moved and Mr. Coplan seconded a motion to approve the Strategic Plan, 2019-2021 as presented in the packet. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

REPORT OF THE NOMINATING COMMITTEE

Mr. Aufox moved and Mr. Hurwitz seconded a motion to approve the 2019 slate of officers as follows: Rich Basofin – President, Laura Knapp – Vice-President, Marty Kinzel – Treasurer, Barbara Mazur – Secretary.

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

Nays: None

MOTION CARRIED

CLOSED SESSION

Mr. Aufox moved and Ms. Hersh seconded a motion to adjourn to closed session at 7:53 p.m. The Board recessed the public portion of the meeting to discuss personnel matters. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

RETURN TO OPEN SESSION

Ms. Hersh moved and Mr. Aufox seconded a motion to return to open session at 8:22 p.m. Following the closed session, President Basofin re-convened the open session of the Board at 8:22 p.m.

Mr. Aufox moved and Ms. Knapp seconded a motion to increase Executive Director Jane Conway's salary to \$170,000 per year, commencing January 1, 2019. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

ADJOURNMENT

Ms. Hersh moved and Mr. Hurwitz seconded a motion to adjourn the meeting. President Basofin, presiding, adjourned the meeting at 8:23 p.m.

Submitted by: Pamela Siegel