

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
May 14, 2019

CALL TO ORDER

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

Ms. Conway introduced Marcia Beach, Youth Services Manager, who led the group on a tour of the Youth Services Department.

ATTENDANCE

Members Present: Rich Basofin, Joel Hurwitz, Marty Kinzel, Laura Knapp, Rob Olian, Carol Wolfe

Members Absent: Rich Coplan, Nancy Sawle-Knobloch, Barbara Mazur

Others Present: Chad Clark, Jane Conway, Talia Kalman, Dan Kaufman, Tiffany Nash, Dan Pohrte, Pamela Siegel

REPORT OF THE BUILDING AND GROUNDS COMMITTEE

Ms. Knapp introduced architects Tiffany Nash and Dan Pohrte who shared an updated PowerPoint detailing progress in the remodel plans. Sample boards with fabric and finish options were made available for review.

APPROVAL OF MINUTES

Ms. Wolfe moved and Mr. Olian seconded a motion to approve the April 9, 2019 minutes, April 2019 Bill List, and the April 2019 Financial Reports on the consent agenda. The motion passed unanimously.

Ayes: Basofin, Hurwitz, Kinzel, Knapp, Olian, Wolfe

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- The Volunteer Lunch last week was appreciated by all those in attendance. The library volunteer corps has grown to over 100.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- Sylvana Osorio, Film and Music Services Manager, has announced her retirement on July 31.
- The Development Officer position was advertised in several fundraising publications as well as on Indeed. Over fifteen applications were received. Four candidates were interviewed by staff. The finalist will return for a second interview with President Basofin and Mr. Coplan.
- A \$5,000 donation was received this month from a past donor. Mr. Hurwitz suggested including Anonymous donors on the donor wall.
- Funds from the Elaine Kaplan Memorial Fund will be used to support three programs this Spring.

- The System Administrator reports that a recent EZproxy upgrade has made it possible to track where patrons are accessing the library website and databases. Over the past month, Highland Park patrons have logged in from Wisconsin, Michigan, Pennsylvania, New York, New Jersey, Colorado, California, Mexico City, and Berlin.
- Volunteer applicants are on the rise. Ms. Conway shared a sweet statement of interest from a long-time library patron and applicant.
- ZingTrain customer service training is confirmed for Wednesday, September 4. Winnetka, Lake Forest, and Northbrook library staff will also attend. Their participation will help to minimize the cost for everyone. Diversity training will be offered on Friday, December 6.

REPORT OF THE PERSONNEL POLICIES COMMITTEE

Mr. Hurwitz reported the Committee recommends approval of the revised Personnel Policies Manual distributed with the Board packet.

Mr. Hurwitz moved and Mr. Olian seconded a motion to approve the Personnel Policies Manual as presented. The motion passed unanimously.

Ayes: Basofin, Hurwitz, Kinzel, Knapp, Olian, Wolfe

Nays: None

MOTION CARRIED

Ms. Conway reported that the Manual will be issued to all employees who will be asked to sign an acknowledgement of receipt.

OLD AND NEW BUSINESS

None

ADJOURNMENT

Mr. Hurwitz moved and Ms. Wolfe seconded a motion to adjourn the meeting at 8:14 p.m. President Basofin, presiding, adjourned the meeting at 8:14 p.m.

Submitted by: Pamela Siegel