

HIGHLAND PARK PUBLIC LIBRARY

Board of Trustees Meeting

July 9, 2019

CALL TO ORDER

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

Ms. Conway introduced Sylvana Osorio, Film & Music Services Manager, who led the group on a tour of the Film & Music Department. Ms. Osorio will be retiring at the end of July.

ATTENDANCE

Members Present: Rich Basofin, Rich Coplan, Joel Hurwitz, Laura Knapp, Barbara Mazur, Rob Olian, Nancy Sawle-Knobloch

Members Absent: Marty Kinczel, Carol Wolfe

Others Present: Jane Conway, Talia Kalman, Dan Kaufman, Rob Roterling, Pamela Siegel

APPROVAL OF MINUTES

Ms. Knapp moved and Ms. Sawle-Knobloch seconded a motion to approve the June 11, 2019 minutes on the consent agenda. The motion passed by a majority with President Basofin abstaining.

Mr. Olian moved and Ms. Knapp seconded a motion to approve the June 2019 Bill List and the June 2019 Financial Reports on the consent agenda. The motion passed unanimously.

Ayes: Basofin, Coplan, Hurwitz, Knapp, Mazur, Olian, Sawle-Knobloch

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

Rob Roterling, President of the Highland Park Historical Society, shared a plan to place a 12' x 14' shed behind the Stupey Cabin to store exhibition and display materials. The shed would be installed where it is least visible from St. Johns and best hidden by trees and shrubs. The Library Board had no objections to the proposal. Mr. Roterling indicated that a Library representative will be asked to sign a letter of agreement from the City.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- The Film & Music Services Manager position will not be replaced when Ms. Osorio retires at the end of the month. Instead, the Film & Music Services and New Media Services Departments will be merged into one. The new department will be called the Media Services Department and Juan Reyes will be the new manager.
- The library has had a rash of situations lately that have required calls to the non-emergency police. Two no trespass orders have been issued. Several patrons have also been found sleeping on the ground outside of the library back entrance with their belongings nearby. Discussion about increased security followed.

REPORT OF THE BUDGET AND FINANCE COMMITTEE

Mr. Olian reported that an amendment to the FY19 budget is proposed. A contract employee was hired to cover the reduction in IT staff, creating an increase to the Supplies and Services line. The Committee is

recommending transferring \$25,000 from the Salaries line to the Supplies and Services line to cover the changes.

Mr. Coplan moved and Ms. Sawle-Knobloch seconded a motion to approve the amended FY19 budget as presented. The motion passed unanimously.

The second item is the Investment Policy. The Council requested the Library's Investment Policy be included in the budget presentation this year. The Library attorney reviewed the policy and made a few small revisions. The Committee recommends approval as presented in the Board packet.

Ms. Mazur moved and Mr. Coplan seconded a motion to approve the revised Investment Policy as presented. The motion passed unanimously.

A preliminary budget for FY20 with a 0% property tax increase is included in the packet. It will be presented to the City Council on August 26 and then presented to the Board for approval.

REPORT OF THE BUILDING AND GROUNDS COMMITTEE

Ms. Knapp reported the Committee met on June 25. The Committee discussed the 10-year Capital Improvement Plan. The cost of an elevator modernization in 2021 was estimated at \$200,000. Parking lot improvements are also scheduled in 2021. These improvements have been delayed until the Library knows if the lot can be expanded to the east. The Committee also discussed the space needs being addressed in the remodel project and what space needs will be remaining. They are suggesting that the Library meet with the Mayor and City staff to discuss future building needs and to obtain an update of the two houses east of the library.

The future of the Lake Michigan painting (appraised at \$8,500) in the Film & Music Room was discussed. The Committee considered four options: leave in current location and consider reframing; remove, restore and store (\$9,000 cost to remove and restore exceeds value of painting); sell the painting; or encase it totally. The Committee recommends leaving the painting in the current location and updating the frame. A suggestion was made to invest in a mural or an art installation to help integrate the painting into the middle-school age theme of the room.

Ms. Knapp moved and Ms. Sawle-Knobloch seconded a motion to approve leaving the Lake Michigan painting in its current location and updating the frame. The motion passed unanimously.

Ms. Conway reported the City requested that an estimate for an expansion be included in the 10-year capital plan. The remodeling project this year will address many needs presented in the "Case for Space: Councilman Kaufman suggested a placeholder for the expansion in the plan. Discussion followed. President Basofin stated the Library will set up a meeting with the City.

OLD AND NEW BUSINESS

None

ADJOURNMENT

Mr. Olian moved and Ms. Knapp seconded a motion to adjourn the meeting at 8:25 p.m. President Basofin, presiding, adjourned the meeting at 8:25 p.m.

Submitted by: Pamela Siegel