

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
September 10, 2019

CALL TO ORDER

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

Nancy Webster, Archivist, led an informative tour of the Archives Collection.

ATTENDANCE

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

Members Absent: None

Others Present: Jane Conway, Talia Kalman, Dan Kaufman, Pamela Siegel, Nancy Webster

Mr. Kinczel arrived at 7:20 p.m.

APPROVAL OF MINUTES

Mr. Kinczel moved and Mr. Olian seconded a motion to approve the August 13, 2019 minutes, August 2019 Bill List, and the August 2019 Financial Reports on the consent agenda. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- President Basofin, Mr. Olian, and Ms. Conway presented the proposed FY20 budget to City Council on August 26. A levy increase of 4% or \$200,000 was requested. If approved, the funds will be used to begin rebuilding the Special Reserve Fund.
- Ms. Mazur and Mr. Coplan volunteered to be on the 2020 Nominating Committee. They will meet with President Basofin to develop the FY20 slate of officers which will be brought to the full Board for approval in November or December.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- The Alvin H. Baum Family Fund will sponsor the upcoming Meet the Author series.
- The Library co-hosted a well-attended Volunteer Fair today.
- Last night the Library hosted the third annual Book Buzz. Librarians and publisher's representatives from Penguin Random House and Harper Collins presented new and forthcoming books. Attendees left with giveaways of advance reading copies.
- Doug Zweig, son of former Library Board member Suzanne Zweig, will present a program on "Optimizing Your Social Security Benefits on September 25.

- Chad Clark and Ms. Conway will meet with the new Highwood Library Director on Monday to discuss future collaborations. Both libraries serve District 112 and 113 students.
- A representative from the Police Department will be attending the October all staff meeting to field security questions from the staff.
- The part-time Development Officer position has been re-posted. It has been suggested that Giving Tree Associates, a fundraising consulting firm, may be able to offer advice or provide recruiting assistance to the Library.
- The Library hosted 103 library staff at a September 4 customer service training led by ZingTrain.
- The Board is invited to attend the 150th anniversary quilt unveiling at City Hall on Monday, September 23 at 7:30 p.m. Following the unveiling, the quilt will be displayed at the Library.

REPORT OF THE BUILDING AND GROUNDS COMMITTEE

Ms. Knapp continued the discussion about the 150th anniversary quilt. Library policy states that art donations require a Deed of Gift. Ms. Conway asked Councilman Kaufman if the quilt is being gifted to the City or the Library. He will check and get back to the Board.

Ms. Knapp reported the Committee met to discuss the Combustion Air Blower proposal included in the Board packet. Mike Lee, President of Northern Weathermakers, addressed their questions, and the Committee recommends approval.

Ms. Knapp moved and Ms. Mazur seconded a motion to approve the Combustion Air Blower and duct work replacement at a cost not to exceed \$9,687.00. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

OLD AND NEW BUSINESS

Ms. Sawle-Knobloch attended the Friends meeting on September 3. She reported the Friends are seeking more volunteers and asked the Board to please spread the word. The Board suggested advertising for volunteers in newsletters, on social media, and during book sales and daytime events.

There are two used book sales coming up. A buy one, get one free sale is scheduled this weekend, September 14-15. The annual big sale is November 20-24.

CLOSED SESSION

Mr. Kinczel moved and Mr. Olian seconded a motion to adjourn to closed session at 8:18 p.m. The Board recessed the public portion of the meeting to review closed minutes.

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

Nays: None

MOTION CARRIED

RETURN TO OPEN SESSION

Mr. Hurwitz moved and Ms. Wolfe 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. Hurwitz moved and Ms. Mazur seconded a motion to open closed session minutes from September 11, 2018. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Ms. Wolfe moved and Ms. Mazur seconded a motion to open closed session minutes from December 11, 2018. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

ADJOURNMENT

Mr. Kinczel moved and Ms. Sawle Knobloch seconded a motion to adjourn the meeting at 8:25p.m.

President Basofin, presiding, adjourned the meeting at 8:25 p.m.

Submitted by: Pamela Siegel