

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
November 12, 2019

CALL TO ORDER

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

ATTENDANCE

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

Members Absent: Marty Kinzel

Others Present: Erik Anderson, Jane Conway, Talia Kalman, Tiffany Nash, Dan Pohrte, Pamela Siegel

APPROVAL OF MINUTES

Ms. Sawle-Knobloch moved and Ms. Knapp seconded a motion to approve the October 10, 2019 minutes, October 2019 Bill List, and the October 2019 Financial Reports on the consent agenda. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- The City's 150th anniversary quilt and the repaired card catalog art piece were both installed in the library lobby today.
- The Library contributed a 3D model of the Library to the City's new time capsule.
- The Library robotics team is competing at the Carl Sandburg school in Mundelein in early December. The theme of this year's competition is City Shaper and the team's preparations included meeting with Mayor Rotering to discuss city-wide improvements.
- The Library hosted the City's Veteran's Day ceremony on Monday.
- The Friends of the Library received a \$5,000 gift from the Jack Miller Foundation last week.
- Library staff is participating on a city-wide committee that is strategizing on how to become a more dementia friendly community.
- The annual holiday lunch is scheduled for Friday, December 6 and will be preceded by staff diversity and inclusion training. Board members are welcome to attend.
- The Friends annual solicitation brochure will be mailed to all residents this week. Their annual book sale will be held Wednesday, November 20 through Sunday, November 24.
- A new "Welcome Brochure" was developed and completed as part of the strategic plan.
- Canvas bags were designed for the Library's rebranded delivery service, "Library @ Your Door."
- The new Development Officer will start on Monday, December 2.

REPORT OF THE BUDGET AND FINANCE COMMITTEE

Mr. Olian reported that the library accountant, Doris Lorr, solicited quotes from several payroll services and received responses from two companies. The City was also approached about taking on the Library's payroll but is unable at this time. The Committee recommends contracting with Paylocity, the lowest responsible bidder, at an annual cost of a little more than \$5000.

Mr. Olian moved and Ms. Knapp seconded a motion to approve changing the Library's payroll processor to Paylocity. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

REPORT OF THE NOMINATING COMMITTEE

Ms. Mazur reported that President Basofin has agreed to serve another two-year term as President. In order to do so, the Board needs to waive compliance of their by-laws.

Ms. Mazur moved and Mr. Hurwitz seconded a motion to waive compliance of the Board by-laws. The motion passed unanimously.

Ms. Mazur presented the 2020 slate of officers as follows: President-Rich Basofin, Vice-President-Carol Wolfe, Treasurer-Rob Olian, Secretary-Barbara Mazur.

Ms. Mazur moved and Ms. Wolfe seconded a motion to approve the 2020 slate of officers. The motion passed unanimously.

OLD AND NEW BUSINESS

More than 30 contractors turned out for the walk-through to bid on the upcoming remodel last week. Bids will be opened on December 5.

Architects Tiffany Nash and Dan Pohrte shared a PowerPoint update on the remodel project.

ADJOURNMENT

Mr. Coplan moved and Mr. Hurwitz seconded a motion to adjourn the meeting at 7:40 p.m. President Basofin, presiding, adjourned the meeting at 7:40 p.m.

Submitted by: Pamela Siegel