

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting - VIRTUAL
January 11, 2022

CALL TO ORDER

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

ATTENDANCE

Members Present: Erik Anderson, Irene Hoffman, Ashley Lapin Olian, Rob Olian, Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

Members Absent:

Others Present: Noah Apley, Robbie Bringas, Pamela Siegel, Kim Stone, Heidi Smith

President Wolfe welcomed the two new trustees, Ashley Lapin Olian and Irene Hoffman. She also welcomed the new student representative, Noah Apley.

APPROVAL OF MINUTES

Mr. Anderson moved and Mr. Olian seconded a motion to approve the December 14, 2021 minutes, December 2021 Bill List, and the December 2021 Financial Reports on the consent agenda. The motion passed unanimously.

Ayes: Anderson, Hoffman, Lapin Olian, Olian, Ott, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Wolfe's report included the following:

- President Wolfe referenced an email she sent suggesting board members reach out to the accountant, Doris Lorr, to answer any questions on financials.
- The Board reviewed the Standards for Illinois Public Library two months ago. One of the standards was concerning continuing education for trustees. The library staff completed sexual harassment training at the end of the year. President Wolfe recommends the Library Board complete the sexual harassment training as well. A link will be sent out this week.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith pointed out a couple of things on the last page of the Library Activities report included in the board packet. Staff hires and resignations are listed each month and social media statistics have been broken out as a separate category to programs.
- There was a delay with the onsite walk-through for the elevator project. It was rescheduled for tomorrow. The consultant received interest from several firms. Director Smith hopes to have a recommendation to the Board at the February meeting.
- Director Smith reported several team members have had breakthrough COVID infections and will continue to apply procedures as cases happen. Some changes were made to enhance social distancing in the library including a second checkout desk in the lobby. All programs and meetings have been changed to virtual through the remainder of January.

OTHER COMMITTEE AND LIAISON REPORTS

None

OLD AND NEW BUSINESS

Director Smith reported a state legislation passed requiring government agencies to add a Whistleblower Policy to their policies. The City of Highland Park shared the policy they adopted last month. Director Smith recommends using the City's policy verbatim with the exception of replacing Library for City and Executive Director for City Manager where applicable. Basically, the policy provides protection for whistleblowers, people who report an improper governmental action or cooperate with an investigation. Its purpose is to protect the employee from any type of retaliation.

Mr. Olian questioned why the States Attorney was not limited to the States Attorney of Lake County in the middle of page two "the covered individual may file the written report with any States Attorney".

Ms. Stone suggested checking in with the City Manager and verifying with the City Attorney. President Wolfe recommended passing a version with Mr. Olian's recommendation and if necessary, it could be amended next month.

Mr. Olian moved and Ms. Sawle-Knobloch seconded a motion to approve the Whistleblower Policy as amended. The motion passed unanimously.

Ayes: Anderson, Hoffman, Lapin Olian, Olian, Ott, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

Director Smith reported the library has the opportunity to join a statewide consortium of public libraries that is offering virtual programming in partnership to share the cost of presenting amazing authors and journalists to all the communities. It will cost \$1,150 to join for six months. Since they are requesting an intergovernmental agreement, it requires the Board approval. Some of the costs will be offset by sharing the library's Zoom license with IGA. Director Smith thinks it is to the community's benefit to move forward with the agreement and recommends a six-month trial.

Ms. Sawle-Knobloch asked who will be responsible for coordinating the speakers. Director Smith reported there is a steering committee made up of representatives of the various libraries and there are subcommittees to manage various aspects of the work. Beth Keller is serving on the marketing committee and will be very involved in the messaging.

Ms. Hoffman questioned if there is a set number of programs. Director Smith reported there is a minimum of one per month for six months. Depending on how many libraries participate, there could be two programs per month.

Mr. Ott asked whether there is a chance the cooperative group could do live programming and rotate libraries if things return to normal. Director Smith commented it is possible in the future.

Mr. Ott moved and Ms. Hoffman seconded a motion to approve the Illinois Libraries Present virtual programming intergovernmental agreement. The motion passed unanimously.

Ayes: Anderson, Hoffman, Lapin Olian, Olian, Ott, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

President Wolfe reviewed committee responsibilities and assignments that were included in the packet. Committees have been reduced from five to three now that the number of trustees has been reduced from nine to seven. President Wolfe is working on the Committee list and will send it out some time this week. The Operations & Policies Committee will meet prior to the February meeting.

Director Smith reviewed two pages at the end of the packet which are an excerpt from the Community & Relations and Development Committee minutes. It is an update on the 2018 needs assessment completed by Williams Architects based on the changes made in the 2020 renovation and any information gleaned from the strategic planning process. The items are listed in order by priority. The list is the basis for the presentation to the City Council about the space needs of the library and to obtain professional services with an architect for a 2025 expansion. The plan is to take this summary and work it into a presentation for the Library Board, take it to City Council and the public, and then to draft specifications for professionals.

Ms. Hoffman questioned whether there was a possibility to have a walkthrough of the spaces listed in the priority list. Councilwoman Stone asked to be included in the tours. She also suggested doing the tours for the City Council, possibly a video tour for them as well as the public.

Mr. Olian stated the library needs to be prepared with an onslaught of questions from neighborhood objections. The Council needs to know what the library has in mind and a generic response needs to be prepared before the first public announcement.

President Wolfe suggested it would be helpful to have a group of yea-sayers to offset the naysayers. She suggested that the Friends might be able to help with positive publicity. President Wolfe also commented that emphasizing the multi-use on some items on the list is very positive.

Mr. Ott asked whether there is a report outlining what happened in past expansion attempts as it could be useful and practical. Director Smith has a brief one-page summary from the previous director. She will share the report with Mr. Olian to get additional input from his past experience. Mr. Olian suggested locating the letters from the public for review. Councilwoman Stone stated that she may have some of the letters.

ADJOURNMENT

Mr. Olian moved and Ms. Sawle-Knobloch seconded a motion to adjourn the meeting at 7:54 p.m. President Wolfe, presiding, adjourned the meeting at 7:54 p.m.

Ayes: Anderson, Hoffman, Lapin Olian, Olian, Ott, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith