

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
May 10, 2022

CALL TO ORDER

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

ATTENDANCE

Members Present: Irene Hoffman, Ashley Lapin Olian, Rob Olian (remote), Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

Members Absent: Erik Anderson

Others Present: Robby Bringas, Pamela Siegel, Heidi Smith, Kim Stone

Trustee Lapin Olian made a motion and Trustee Ott seconded a motion to approve remote attendance for Trustee Olian due to personal illness. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

APPROVAL OF MINUTES

Trustee Lapin Olian moved and Trustee Sawle-Knobloch seconded a motion to approve the April 12, 2022 minutes, April Bill List, and the April 2022 Financial Reports on the consent agenda. The motion passed unanimously.

Ayes: 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 thanked Robbie Bringas for his service as high school liaison to the Board and wished him luck in college.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith reviewed the Library Activity report included in the board packet. She reported staff is working on expanding the monthly report with additional statistics and data. Director Smith invited the Board to share additional ideas they would like included in the report.
- Día de las madres / Mother's Day program was on May 7. The craft program was presented in partnership with Family Service of Lake County, Highwood Public Library, Highland Park Sister Cities Foundation, and Working Together. There were 20 people in attendance. The partners speculated the lower turnout than Día del niño / Day of the child could have been because transportation was provided by North Shore School District 112 between the Highwood and Highland Park libraries. Hispanic Heritage month is celebrated September 15 through October 15. Discussions with group partners have begun for this event.

- Trustee Ott asked how circulation statistics impact budget planning. He suggested comparing current statistics to numbers prior to the pandemic. Other information that might be helpful includes the percentage of the budget given to materials, whether it is above standard, and how it compares to ALA recommendations.
- Trustee Sawle-Knobloch inquired whether there are standard metrics that libraries use to explain the health of the library. In terms of industry standards, Director Smith replied that staff is looking at reviewing circulation by audience (adult vs. youth) and by type of material (electronic vs. physical). Staff is assessing whether this would be helpful to report monthly, quarterly, or annually, and whether it will be helpful in assessing the health of the organization.

BUILDING AND GROUNDS COMMITTEE

Director Smith reported the Library updates a 10-year capital improvement plan based on a facility assessment every year. The 10-year plan affects the capital portion of the 2023 budget. After reviewing the plan, the Building & Grounds Committee forwarded the FY 2023 capital projects and 10-year Capital Improvement Plan to the Budget and Finance Committee.

FRIEND OF THE LIBRARY LIASION

Trustee Hoffman reported the Friends of the Library (FOL) met on April 19. The big annual book sale is scheduled to begin on June 22. Director Smith shared that the video made by Youth Services staff to thank the Friends for their contributions will be on the website shortly. The Library purchased two plaques to acknowledge the Friends support of furnishings and equipment in Youth Services. The FOL have funds available and suggested purchasing a new vehicle for the Library. They also talked about how to bring in new members and how to do more programming for seniors. Director Smith gave an update on The Lot, an event space the City is developing in a parking lot on St. Johns. A special event is planned every month. Literary Fest is scheduled for September 10 and the Library was invited to participate with the City. Funding requests for \$7,583 were submitted to FOL. All requests were approved except one program for \$100.

Councilwoman Stone asked if the Library would be participating in the Farmers Market, Food Truck Thursdays, or Take-Out Tuesdays. President Smith reported that all the events are under consideration but staffing capacity would need to be evaluated.

Councilwoman Stone queried whether the Library was familiar with the City Purchasing Co-Op as it might be helpful with the vehicle purchase. Director Smith reported that the Facilities Manager has been in contact with the City regarding best practices and what vehicles have been added to the fleet recently. She will investigate co-op purchasing as well.

OLD AND NEW BUSINESS

Director Smith reached out to Eric Van Clevan, the compensation specialist the Library worked with in the past, to review the pay ranges in preparation of the 2023 budget. Mr. Van Clevan is no longer available for services. Since the Library is already a member of HR Source, Director Smith contacted HR Source to discuss what adjustments need to be done for minimum wage and pay ranges. After reviewing the timing of the survey date, Director Smith realized it would be in the library's best interest to conduct the 2024 survey in the fall of 2023 so that data could be used for the 2024 budget.

Trustee Hoffman moved and Trustee Lapin Olian seconded a motion to approve the 2023 benchmarking project with HR Source for an amount not to exceed \$7,500. The motion passed unanimously.

Trustee Hoffman questioned if HR Source will provide guidance on the implementation. HR Source will

provide a cost estimate of how much it will cost to implement the new pay ranges. Although some guidance may be offered, implementation is not included in the deliverables.

Trustee Lapin Olian questioned what additional data would be required and the costs. Director Smith reported HR Source provides two surveys free of charge to members and additional surveys should not be required.

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

Nays: None

MOTION CARRIED

CLOSED SESSION

Trustee Olian moved and Trustee Knobloch seconded a motion to adjourn to closed session to review a personnel matter and a patron suspension appeal at 7:50 p.m. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

RETURN TO OPEN SESSION

Trustee Hoffman moved and Trustee Ott seconded a motion to return to open session at 8:18 p.m. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Trustee Olian moved and Trustee Hoffman seconded a motion to approve the decision the Board discussed during closed session regarding the patron's suspension that the Director's decision be upheld and to the extent the patron appeals the decision, the appeal would be denied. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Trustee Ott moved and Trustee Lapin Olian seconded a motion to approve the authorization and direction of the Library Director to proceed with personnel matters consistent with the consensus expressed in closed session. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

ADJOURNMENT

Trustee Lapin Olian moved and Trustee Sawle-Knobloch seconded a motion to adjourn the meeting at 8:20 p.m. President Wolfe, presiding, adjourned the meeting at 8:20 p.m.

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

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith