

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

CALL TO ORDER

President Basofin, presiding, called the meeting to order at 7:02 p.m.

Ms. Conway introduced Ken Berns, IT Systems Administrator, who led the group on a tour of the server room. Mr. Berns recently received a grant to purchase a hearing loop system for the auditorium and it was installed yesterday.

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:** Ken Berns, Sarah Cohn, Jane Conway, Talia Kalman, Dan Kaufman, Justin Pathmann, Pamela Siegel

Marty Kinczel arrived at 7:05 p.m.

Joel Hurwitz arrived at 7:15 p.m.

Ms. Conway introduced Sarah Cohn, the new Development Associate. Ms. Cohn shared her background and goals with the Board.

APPROVAL OF MINUTES

**Ms. Mazur moved and Ms. Sawle-Knobloch seconded a motion to approve the November 12, 2019 minutes, the November 2019 Bill List, the November 2019 Financial Reports, approval of the FY20 budget, and approval of transfer to Special Reserve Fund on the consent agenda. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- He thanked Ms. Knapp for her six years of dedicated service to the Board.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- She received questions from Board members about how adopting a fine-free policy would affect the 2020 budget. Ms. Conway suggested that a fine-free policy be considered for the 2021 budget since the 2020 budget is already finalized.
- Chad Clark, Assistant Director, has contributed a chapter in the recently published *60 Ready to Use Coding Projects*.
- She distributed the 2020 Board Calendar.
- The staff in-service program was last Friday and featured an informative discussion on diversity and inclusion. The training was followed by the annual holiday lunch at Bluegrass.

REPORT OF THE BUILDING AND GROUNDS COMMITTEE

Ms. Knapp reported that the Committee met with Construction Manager Justin Pathmann to review the outcome of the December 5 bid opening for the remodel project. The original project focused on the Youth Services Department at a cost of \$1,000,000. In April 2019, the project was expanded to include the staff lounge and five new study rooms in the Adult Services Room. The new budget of \$1,544,000 was approved in April 2019.

The lowest responsible bids exceeded the \$1,544,000 budget by \$34,000 due primarily to an extra \$54,000 for Adult Services Room furniture. Mr. Pathmann addressed questions from the Board.

**Ms. Knapp moved and Mr. Olian seconded a motion to approve the remodel project bid contracts at a price of \$1,578,000 as recommended by Justin Pathmann. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

OTHER COMMITTEE AND LIAISON REPORTS

Ms. Sawle-Knobloch reported the Friends met earlier this evening. There are several new members, including Dan Lidawer, a past Library Board member. The November Book Sale was very successful. It generated \$2,000 more than last year.

OLD AND NEW BUSINESS

None

CLOSED SESSION

**Mr. Olian moved and Ms. Sawle-Knobloch seconded a motion to adjourn to closed session at 8:22 p.m. The Board recessed the public portion of the meeting to discuss personnel matters. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

RETURN TO OPEN SESSION

**Mr. Olian moved and Ms. Wolfe seconded a motion to return to open session at 8:29 p.m. Following the closed session, President Basofin re-convened the open session of the Board at 8:29 p.m.**

**Mr. Olian moved and Ms. Knapp seconded a motion to increase Executive Director Jane Conway's salary to \$175,000 per year, commencing January 1, 2020. The motion passed unanimously.**

Ayes: Rich Basofin, Rich Coplan, Marty Kinzel, Laura Knapp, Nancy Sawle-Knobloch, Barbara Mazur, Rob Olian, Carol Wolfe

Nays: Joel Hurwitz

MOTION CARRIED

ADJOURNMENT

**Ms. Wolfe moved and Ms. Sawle-Knobloch seconded a motion to adjourn the meeting. President Basofin, presiding, adjourned the meeting at 8:30 p.m.**

Submitted by: Pamela Siegel