

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting - VIRTUAL
July 14, 2020

CALL TO ORDER

President Basofin, presiding, called the meeting to order at 7:01 p.m.

ATTENDANCE

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

Members Absent:

Others Present: Chad Clark, Jane Conway, Dan Kaufman, Pamela Siegel

APPROVAL OF MINUTES

Mr. Olian moved and Ms. Wolfe seconded a motion to approve the June 9, 2020 minutes, the June 2020 Bill List, the June 2020 Financial Reports, and the \$200,000 transfer from the General Fund to the Special Reserve Fund on the consent agenda. The motion passed unanimously.

Ayes: Anderson, Basofin, Coplan, Hurwitz, Kinczel, 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:

- Interviews with four search firms for the Executive Director position have been completed. It was a unanimous decision to hire John Keister & Associates. Mr. Keister has done over 45 library searches, has family connections to Highland Park, recently hired Glenview's Executive Director, and is local.

Ms. Mazur moved and Ms. Sawle-Knobloch seconded a motion to approve the hiring of John Keister & Associates at a cost of \$19,500.

Mr. Olian questioned whether travel costs should be folded into the motion since there may be additional travel and lodging expenditures for candidates.

Mr. Olian moved and Ms. Wolfe seconded a motion to amend the motion to retain Keister & Associates at a cost of \$19,500 with an additional \$5,000 for travel expenses if needed. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

REPORT OF THE INTERIM DIRECTOR

Mr. Clark's report included the following:

- The remodel project is almost complete. The City will be doing the final inspection tomorrow. There are a few furniture pieces outstanding.
- The Library will be reopening to the public on Monday, July 20. Neighboring libraries in Glencoe, Northbrook and Lake Forest will be opening the same day. He proposed the public hours of the Library match the current Grab & Go hours which are 11 a.m. to 7 p.m. Monday through Friday and 11 a.m. to 5 p.m. on Saturday and Sunday. Staff will use the two hours prior to opening and closing for cleaning and evaluation. A Reservation System will be available beginning on Friday. Reservations may be made either online or by phone. Patrons will be able to visit the Library for 45 minutes. Services and seating will be limited. Grab & Go will continue to operate during this time. Social distancing markers will be used inside and outside the Library. Interlibrary loans will begin again on July 21.

REPORT OF THE BUDGET AND FINANCE COMMITTEE

Mr. Olian reported on the proposed 2021 Budget. The Committee proposed a 0% levy increase for 2021. This was achieved due to savings on the salary and benefits line from departures and the merging of a few positions. The total salary line is allowing the levy to stay flat.

REPORT OF THE BUILDING AND GROUNDS COMMITTEE

Ms. Sawle-Knobloch reported the Building and Grounds Committee met to review proposals from Hollander & Company. Masonry repairs were estimated at \$7,800 and power washing was estimated at \$10,750. Since the meeting, a new window leak was discovered with a repair cost of \$4,650.

Mr. Hurwitz moved and Mr. Olian seconded a motion to approve masonry repairs at \$7,880, power washing to clean stone at \$10,750, and window leak repairs at \$4,650 for a total of \$23,280. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Ms. Conway reported on a proposal from Alvarez Haradscaping to repair the front steps of the library.

Mr. Hurwitz moved and Ms. Mazur seconded a motion to approve the Alvarez proposal for the front step repairs at a cost of \$6,753. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

REPORT OF THE PERSONNEL POLICIES COMMITTEE

Mr. Hurwitz reported the Personnel Committee reviewed changes in personnel which will result in a \$30,000 savings. A decision will be made later in the year about COL increases.

OTHER COMMITTEE AND LIAISON REPORTS

None

OLD AND NEW BUSINESS

Councilman Kaufman read a proclamation from the Mayor in honor of Jane Conway's retirement.

ADJOURNMENT

Ms. Wolfe moved and Ms. Sawle-Knobloch seconded a motion to adjourn the meeting at 8:05 p.m. President Basofin, presiding, adjourned the meeting at 8:05 p.m.

Submitted by: Pamela Siegel