

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting - VIRTUAL  
August 11, 2020

CALL TO ORDER

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

ATTENDANCE

**Members Present:** Rich Basofin, Joel Hurwitz, Marty Kinzel, Barbara Mazur, Rob Olian, Nancy Sawle-Knobloch, Carol Wolfe

**Members Absent:** Erik Anderson, Rich Coplan

**Others Present:** Chad Clark, Dan Kaufman, Pamela Siegel

APPROVAL OF MINUTES

**Mr. Olian moved and Ms. Mazur seconded a motion to approve the July 14, 2020 minutes, the July 2020 Bill List, and the July 2020 Financial Reports on the consent agenda. The motion passed unanimously.**

Ayes: Basofin, Hurwitz, Kinzel, 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:

- Library Director Search Update:  
John Keister has completed interviews with each Board member, the staff leadership team, and several staff members. Mr. Keister is creating a website that will be sent out to Board members tomorrow morning for feedback. The job will be posted on ALA, ILA, list serves, and social media including LinkedIn and Twitter. There's a passive path where a link is created and there's an active path where Mr. Keister and his colleagues will network and actually approach people. He expects to review first pass candidates middle to late September.

REPORT OF THE INTERIM DIRECTOR

Mr. Clark's report included the following:

- Renovation Updates:  
The final delivery of furniture items, middle school shelving, will be on August 19. A walk through with a punch list will be scheduled the following week. Board members interested in attending the walk through are welcome.  
Alvarez will begin the front steps renovation this week. It will be done in two phases so half of the stairs will remain open at all times.  
Hollander & Company will begin the power washing project next week.
- The Library opened with a reservation system on July 20. It has been running smoothly. There were 540 reservations the first week. The first time slot on the first day had the maximum of 40

reservations but only half of the people actually showed up. Currently, there are about 350 reservations per week with an average of 10-15 people per hour. Grab & Go is still the preferred method.

- The Library has been fine free since March. Thirteen of the CCS libraries are permanently fine free. Mr. Clark suggested reviewing the fine free policy again in September. Discussion followed.
- Mr. Clark reported he will attain information on other CCS libraries that have gone fine free prior to the September board meeting. An Operations and Policy Committee Meeting will be scheduled once the fine free data is received.
- President Basofin questioned whether walk-ins were allowed to enter the library. Mr. Clark reported that walk-ins are allowed as long as the reservations have not reached capacity. Emails and phone numbers are being recorded on walk-ins at the door.
- President Basofin asked about the temperature of the staff as far as safety is concerned. Mr. Clark reported it's going well. A Safety Committee of staff members has been formed to make suggestions on signage, directions, and key language for patron interactions.

#### OTHER COMMITTEE AND LIAISON REPORTS

None

#### OLD AND NEW BUSINESS

None

#### ADJOURNMENT

**Ms. Wolfe moved and Mr. Olian seconded a motion to adjourn the meeting at 7:33 p.m. President Basofin, presiding, adjourned the meeting at 7:33 p.m.**

Submitted by: Pamela Siegel