

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting  
January 10, 2017

CALL TO ORDER

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

ATTENDANCE

**Members Present:** Jerry Aufox, Les Axelrod, Rich Basofin, Donna Fletcher, Lela Hersh, Laura Knapp, Rob Olian, Lane Young

**Members Absent:** Marty Kinczel

**Others Present:** Jane Conway, Cindy Feng, Pamela Siegel

APPROVAL OF MINUTES

**Mr. Young moved and Mr. Axelrod seconded a motion to approve the December 13, 2016 minutes, the December 2016 Bill List, and the December 2016 Financial Report on the consent agenda. The motion passed by a majority with Ms. Fletcher abstaining.**

Ayes: Young, Hersh, Knapp, Basofin, Olian, Axelrod, Aufox

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Aufox's report included the following:

- The Historical Society has requested a meeting to discuss changes in the working relationship between the Library and Historical Society since the MOU expired on December 31, 2016. The Board suggested that the Library obtain a letter from the City confirming the City's withdrawal of all involvement in the MOU. The Board also asked President Aufox to send a letter to the Historical Society Board outlining the history and current status of the relationship between the two groups.
- Two 2017 Board meeting dates fall on holidays – April 11, 2017 and December 12, 2017. A request was made to change these meeting dates. Ms. Conway will poll the Board for availability on alternative dates.
- He requested a motion to approve increasing the single signature check threshold from \$500 to \$1,500.00 with one Trustee or Executive Director signature.

**Mr. Young moved and Mr. Olian seconded a motion to amend Article 5, Section 2 of the By-Laws of the Board of Trustees as follows: "Orders for the payment of indebtedness of \$500.00..." to "Orders for the payment of indebtedness of \$1,500.00 or less shall be signed by one Trustee or the Executive Director." The motion passed unanimously.**

Ayes: Young, Hersh, Knapp, Fletcher, Basofin, Olian, Axelrod, Aufox

Nays: None

MOTION CARRIED

- In response to a Board request, library staff has researched streaming Board meetings. The outcome of that research will now be referred to the Operations and Policies Committee.

## REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- A portable projector is now available for checkout to the public.
- Following a second lightning strike to the library within 6 years, the City was consulted regarding preventative measures. Systems that guard against strikes are very expensive and the City recommends continuing to file insurance claims for any future strikes.
- Department Managers have met with their staff and compiled space needs for an expansion. Mark Superczynski, library graphic designer, is incorporating those needs into a presentation that will be shared with the Board and public.
- President Aufox and Ms. Conway met with the City Manager to review a draft RFP for architectural services. The next draft will be shared with the entire Board.

## OTHER COMMITTEE AND LIAISON REPORTS

None

## OLD AND NEW BUSINESS

New window shades have been installed in the Adult Services Room. The slate outside the front entrance is buckling and cannot be repaired until the temperatures rises.

Mr. Axelrod distributed an annual report of Library Activities.

## CLOSED SESSION

Mr. Young moved and Mr. Axelrod seconded a motion to adjourn to closed session at 7:56 p.m. The Board recessed the public portion of the meeting to review closed session minutes and personnel matters. The motion passed unanimously.

Ayes: Young, Hersh, Knapp, Fletcher, Basofin, Olian, Axelrod, Aufox

Nays: None

MOTION CARRIED

## RETURN TO OPEN SESSION

Ms. Knapp moved and Mr. Axelrod seconded a motion to return to open session at 8:15 p.m. Following the closed session, President Aufox re-convened the open session of the Board at 8:15 p.m. **Mr. Young moved and Ms. Knapp seconded a motion to approve the June 14, 2016, September 13, 2016, October 13, 2016 and December 13, 2016 minutes. The motion passed unanimously.**

**Mr. Olian moved and Mr. Axelrod seconded a motion to open the closed session minutes from the following dates: April 8, 1997, April 24, 1997, July 24, 2008, September 9, 2008, March 8, 2016, April 12, 2016, May 10, 2016, May 23, 2016, June 14, 2016, September 13, 2016, and October 13, 2016. The motion passed unanimously.**

Ayes: Young, Hersh, Knapp, Fletcher, Basofin, Olian, Axelrod, Aufox

Nays: None

MOTION CARRIED

## ADJOURNMENT

Mr. Axelrod moved and Mr. Basofin seconded a motion to adjourn the meeting at 8:19 p.m. President Aufox, presiding, adjourned the meeting at 8:19 p.m.

Submitted by: Pamela Siegel