

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting  
February 13, 2018

CALL TO ORDER

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

ATTENDANCE

**Members Present:** Jerry Aufox, Rich Basofin, Rich Coplan, Donna Fletcher, Lela Hersh, Joel Hurwitz, Laura Knapp, Barbara Mazur

**Members Absent:** Marty Kinczel

**Others Present:** Jane Conway, Dan Kaufman, Adam Kramer, Mike Pickard, Pamela Siegel

APPROVAL OF MINUTES

**Ms. Hersh moved and Ms. Knapp seconded a motion to approve the January 9, 2018 minutes, the January 2018 Bill List, and the January 2018 Financial Reports on the consent agenda. The motion passed unanimously.**

Ayes: Aufox, Basofin, Coplan, Fletcher, Hersh, Hurwitz, Knapp, Mazur

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

Mike Pickard suggested that library staff reach out to the volunteer Grand Times group at the Highland Park High School to discuss cooperative digitization projects.

Ms. Knapp inquired about access to the archive and digitized images on the new website. Ms. Conway will follow-up with additional information.

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- The compensation study should be completed by the end of March. The Personnel Committee will review the findings and report back to the Board.
- The Building and Grounds Committee met to discuss the lighting upgrade project, a proposed remodel project, and the 5-year capital plan.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- A postcard promoting the *Note for Note* music series was mailed to all residents.
- Beth Keller has initiated an Event Ambassador volunteer program. The Ambassadors will welcome patrons to events, query attendees as to how they heard about the event, record feedback, and collect email addresses for the library's e-newsletter.
- Staff has begun promoting library events on Nextdoor, a neighborhood listserv which reaches 7,000 area residents.

REPORT OF THE BUILDING AND GROUNDS COMMITTEE

Ms. Knapp reported that the Committee met to discuss three Projects:

1. **Lighting Upgrade Project.** Product Architecture presented a plan to upgrade lighting in the Film & Music Room, the Brenner Room, and the lobby. The estimate for the project is \$50,000. The architect will put together specifications for public bidding.

**Mr. Aufox moved and Mr. Hurwitz seconded a motion to proceed with bidding out the lighting project. The motion passed unanimously.**

Ayes: Aufox, Basofin, Coplan, Fletcher, Hersh, Hurwitz, Knapp, Mazur

Nays: None

MOTION CARRIED

2. **Remodel Project.** Prior to the proposed expansion discussions, Product Architecture had worked with staff on a remodeling proposal that would consolidate some collections in order to provide more group meeting spaces. The preliminary budget estimate is \$1,000,000. Ms. Knapp detailed some of the features of the remodeled space and reviewed that library's reserve funds.

**Mr. Aufox moved and Mr. Hurwitz seconded a motion to proceed with a renovation plan not to exceed \$1,000,000. The motion passed by a majority with Ms. Hersh and Mr. Coplan abstaining.**

Ayes: Aufox, Basofin, Fletcher, Hurwitz, Knapp, Mazur

Nays: None

MOTION CARRIED

Discussion followed about the cost of the project and the depletion of reserve funds. Ms. Conway will prepare a more detailed PowerPoint that demonstrates goals achieved by the plan for the March meeting.

3. **5-Year Capital Plan.** The Committee recommends completing the following projects in 2018: HVAC controls estimated at \$250,000, roof replacement above the Youth Services Department estimated at \$60,000, and the air handling unit in the Meeting Room estimated at \$50,000. Berg Consultants will oversee the HVAC projects for a fee of \$24,000.

#### REPORT OF THE COMMUNITY RELATIONS AND DEVELOPMENT COMMITTEE

The Committee discussed fundraising and foundations as summarized in the Board packet.

#### OTHER COMMITTEE AND LIAISON REPORTS

None.

#### OLD AND NEW BUSINESS

President Basofin reported that the new strategic plan will probably be three years rather than five. Based on discussion at last month's meeting, Ms. Conway obtained proposals from several strategic planning consultants for guidance in the process. President Basofin and Ms. Conway narrowed the field to two consultants for interviews. An interview committee has been formed and the committee will report out at the next Board meeting.

#### ADJOURNMENT

Ms. Hersh moved and Mr. Coplan seconded a motion to adjourn the meeting at 8:03 p.m. President Basofin, presiding, adjourned the meeting at 8:03 p.m.

Submitted by: Pamela Siegel