

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

CALL TO ORDER

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

ATTENDANCE

Members Present: Rich Basofin, Rich Coplan, Donna Fletcher, Lela Hersh, Marty Kinzel, Barbara Mazur

Members Absent: Jerry Aufox, Joel Hurwitz, Laura Knapp

Others Present: Jane Conway, Cindy Feng, Mike Pickard, Pamela Siegel

APPROVAL OF MINUTES

Ms. Mazur moved and Mr. Coplan seconded a motion to approve the February 13, 2018 minutes, the February 2018 Bill List, and the February 2018 Financial Reports on the consent agenda. The motion passed unanimously.

Ayes: Basofin, Coplan, Fletcher, Hersh, Kinzel, Mazur

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

In response to Mike Pickard's previous comments about digitization, President Basofin reported the Friends gifted the Library \$5,000.00 to digitize Highland Park Press newspapers from 1923 through 1951.

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- He and Ms. Conway met with the City Manager last week to discuss library capital projects scheduled for completion in 2018. The proposed renovation project was also detailed. It was emphasized that the renovation would not address every space need. The City Manager stated that the City Council would meet in April to discuss timing and financing of the Ravinia Fire Station, the Senior Center relocation to the Country Club, and the Library expansion.
- The compensation study should be completed by the end of March. The Personnel Committee will meet in April to review the plan.
- Three Board members and Ms. Conway participated in strategic planning interviews.
- The City has scheduled six neighborhood meetings this spring/summer. Two Board members may attend each meeting.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- She distributed a schedule for the upcoming neighborhood meetings. Wednesday, April 18 is still open. Board members should let her know if they are able to attend.
- The lighting project was advertised in the Chicago Tribune. A mandatory walk-through will be held on March 20 at 10:00 a.m. Sealed bids will be opened on April 3 at 10:00 a.m.
- The Operations and Policy Committee will meet in Ms. Conway's office on Thursday, March 15 at 6:30 to discuss **CurbIt**, a curbside pickup service that staff plans to launch by the end of March.

- The staff will offer many fun programs over Spring Break. A flyer was distributed. Some of the activities are open to adults.
- The Library received a check for \$3,800.00 from the Attorney General’s office for a class action suit.
- The new catalog system will be introduced to the public on April 17.
- Ms. Conway presented an updated “Case for Space” PowerPoint detailing the renovation plan, benefits to the community, and estimated costs. Discussion followed.

REPORT OF THE BUILDING AND GROUNDS COMMITTEE

Ms. Conway reported the Committee recommends hiring Berg Engineering Consultants to assist with the HVAC upgrade project.

Ms. Hersh moved and Ms. Mazur seconded a motion to approve the Berg Engineering Consultants proposal for the HVAC upgrade project at a cost of \$23,900.00. The motion passed unanimously.

Ayes: Basofin, Coplan, Fletcher, Hersh, Kinzel, Mazur

Nays: None

MOTION CARRIED

OTHER COMMITTEE AND LIAISON REPORTS

President Basofin reported that the Friends meeting summary is included in the Board packet.

OLD AND NEW BUSINESS

Ms. Conway reported the current Strategic Plan will expire at the end of the year. Proposals from several strategic planning consultants were solicited. The interview committee recommends hiring consultant Amanda Standerfer of FastForward Libraries for a fee not to exceed \$13,050.00. Services will include a community survey, focus groups, staff and Board retreat meetings, analysis of collected data, and development of a plan.

Ms. Hersh moved and Mr. Coplan seconded a motion to approve hiring Amanda Standerfer at a cost not to exceed \$13,050.00. The motion passed unanimously.

Ayes: Basofin, Coplan, Fletcher, Hersh, Kinzel, Mazur

Nays: None

MOTION CARRIED

ADJOURNMENT

Ms. Hersh moved and Ms. Mazur seconded a motion to adjourn the meeting at 8:26 p.m. President Basofin, presiding, adjourned the meeting at 8:26 p.m.

Submitted by: Pamela Siegel