

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting  
November 14, 2017

CALL TO ORDER

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

ATTENDANCE

**Members Present:** Jerry Aufox, Rich Basofin, Rich Coplan, Donna Fletcher, Lela Hersh, Marty Kinczel, Rob Olian

**Members Absent:** Les Axelrod, Laura Knapp

**Others Present:** Jane Conway, Dan Kaufman, Pamela Siegel

APPROVAL OF MINUTES

**Mr. Aufox moved and Mr. Olian seconded a motion to approve the October 10, 2017 minutes, the October 2017 Bill List, and the October 2017 Financial Reports on the consent agenda. The motion passed by a majority with Ms. Hersh abstaining.**

Ayes: Coplan, Kinczel, Basofin, Fletcher, Olian, Aufox

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Aufox's report included the following:

- The Nominating Committee met and recommends the following 2018 slate of officers:  
President – Rich Basofin, Vice-President – Donna Fletcher, Treasurer – Marty Kinczel,  
Secretary – Laura Knapp.

**Mr. Olian moved and Mr. Coplan seconded a motion to approve the 2018 slate of officers presented by the Nominating Committee. The motion passed unanimously.**

- Williams Architects will present the findings of the expansion study, including concept drawings, at a joint meeting of the Library Board and City Council on Monday, December 11 at 6 p.m. at City Hall. The presentation will include information about moving the Senior Center to the Highland Park Country Club site.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- Staff is investigating the possibility of delivering hold materials to patrons waiting in their cars at the lower level entrance. The service is currently provided upon request to a few patrons. The model will be shared with the Board prior to implementation.
- The Friends of the Library annual book sale begins tomorrow evening.
- The Library hosted the City's Veterans Day event last Saturday.
- The annual inservice program and holiday lunch is Friday, December 1.
- The Board meeting next month was changed to Thursday, December 14 due to Hannukah.

- Due to low claims, the library has received its first reimbursement check for \$4,600 from LIRA, the public library insurance consortium that Highland Park joined several years ago.
- Sylvana Osorio, Film & Music Services Manager, applied for two grants to support the Note for Note concert series. She received \$4,000 from the Cultural Arts Commission and an undisclosed amount from YEA! Highland Park.

#### REPORT OF THE OPERATIONS & POLICIES COMMITTEE

President Aufox presented the draft Library Video Recording Device Policy. No changes were proposed.

**Ms. Hersh moved and Mr. Kinzel seconded a motion to approve the Library Video Recording Device Policy. The motion passed unanimously.**

#### REPORT OF THE PERSONNEL POLICIES COMMITTEE

Mr. Basofin reported that the Committee met to discuss FY18 salary increases, longevity pay, and review of the compensation plan. 3% increases have been budgeted for FY18. As in past years, employees who have reached their pay grade maximum will receive a lump sum payment. The compensation plan will be reviewed by a salary consultant in early 2018 for a cost of \$2,500. The consultant will also be asked to benchmark longevity plans offered at other libraries.

#### OTHER COMMITTEE AND LIAISON REPORTS

None.

#### OLD AND NEW BUSINESS

President Aufox reported that recruiting board members for the proposed library foundation has been challenging. Mr. Olian suggested that 2017 unrestricted gifts earmarked for foundation seed money be used for another purpose. Ms. Conway will develop a list of ideas for the Boards' consideration.

The Board discussed several suggestions from the public.

Mr. Coplan has received questions from residents about use of the two houses east of the library that were purchased by the City last year. President Aufox recommended referring residents to the City.

#### ADJOURNMENT

Mr. Olian moved and Ms. Hersh seconded a motion to adjourn the meeting at 7:56 p.m. President Aufox, presiding, adjourned the meeting at 7:56 p.m.

Submitted by: Pamela Siegel