

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
April 9, 2019

CALL TO ORDER

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

Ms. Conway introduced Laurie Skinner, Information & Reader Services Manager. Ms. Skinner, along with Assistant Director Chad Clark, led the group on a tour of the Information & Reader Services Department.

Ms. Conway shared that Chad Clark has contributed a chapter, *Extended Reality in Informal Environments*, in an ALA publication titled Beyond Reality: Augmented, Virtual, and Mixed Reality in the Library.

ATTENDANCE

Members Present: Rich Basofin, Rich Coplan, Joel Hurwitz, Marty Kinczel, Barbara Mazur, Rob Olian, Nancy Sawle-Knobloch

Members Absent: Laura Knapp, Carol Wolfe

Others Present: Chad Clark, Jane Conway, Talia Kalman, Adam Kramer, Pamela Siegel, Laurie Skinner

APPROVAL OF MINUTES

Ms. Mazur moved and Mr. Olian seconded a motion to approve the March 12, 2019 minutes, March 2019 Bill List, and the March 2019 Financial Reports on the consent agenda. The motion passed unanimously.

Ayes: Basofin, Coplan, Hurwitz, Kinczel, Mazur, Olian, Sawle-Knobloch

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- The Volunteer Luncheon is Wednesday, May 8 at noon. He encouraged Board members to attend.
- A letter confirming this year's Per Capita Grant award for just over \$37,000 was received.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- The review of the Personnel Policies Manual has been completed by the attorney. A redlined copy was distributed to the Personnel Policies Committee for review. The final copy will be included on the May Board agenda for approval by the full Board.
- The compensation consultant recommended a minimum starting salary of \$24.00 per hour for the part-time Development Officer position. The job will be posted soon.
- Over the past few weeks Mr. Clark, Ms. Osorio, Ms. Beach, and Ms. Conway have given several remodel presentations before staff. Good suggestions and questions have been collected and shared with the architects.
- Ms. Conway has identified two customer service training options for staff. Catherine Popowits, Diversity Training & Consulting, offers *Communicating Respectfully across Differences (Implicit Bias)*. ZingTrain, the customer service training branch of Zingerman's Deli in Ann Arbor, MI, offers *The Art of Giving Great Service*. The trainers would be hired to present during regular all staff meetings held the first Wednesday of each month. Due to the length of each presentation,

the library would need to remain closed beyond 11 a.m. Dates identified for late opening include May 1 and either August 7 or September 4.

Ms. Conway has reached out to neighboring libraries who may be interested in attending the ZingTrain session. Participation by those libraries would help to defray costs and provide an opportunity for Highland Park staff to interact with neighboring staff and exchange customer service issues with each other.

Mr. Olian moved and Mr. Hurwitz seconded a motion to extend the library closed hours to 12 noon on Wednesday, May 1 and to 1:00 pm on either Wednesday, August 7 or Wednesday, September 4. The motion passed unanimously.

Ayes: Basofin, Coplan, Hurwitz, Kinczel, Mazur, Olian, Sawle-Knobloch

Nays: None

MOTION CARRIED

REPORT OF THE BUDGET AND FINANCE COMMITTEE

Mr. Olian reported that the Committee reviewed a revised remodel budget that includes two additional projects. The original project estimate was \$1,038,000. Two additional projects would increase the budget to \$1,544,000. The staff lounge remodel estimate is \$100,000. The Adult Services study rooms, relocation of collections, and furnishings estimate is \$406,000.

The Committee recommends the following:

1. Fund the staff lounge project with Unrestricted Gift Funds.
2. Fund the original project and the additional Adult Services work using FY19 and FY20 Capital budget funds totaling \$744,000 and the difference of \$700,000 with Special Reserve Funds.

Mr. Olian moved and Ms. Sawle-Knobloch seconded a motion to fund all three projects as set forth in the recommendation. The motion passed unanimously.

Ayes: Basofin, Coplan, Hurwitz, Kinczel, Mazur, Olian, Sawle-Knobloch

Nays: None

MOTION CARRIED

Mr. Kinczel questioned the timing of the project with the add-ons. Ms. Conway reported that the architects will require more time to complete the additional drawings. The project will go out for bid in September and will probably start in November/December.

BUILDING AND GROUNDS COMMITTEE

Ms. Conway reported the architects met with staff today to continue design work. The architects will present updated plans at the May Board meeting.

OLD AND NEW BUSINESS

Mr. Coplan asked for an update on the patron letter received last month. President Basofin and Ms. Conway responded that a letter had been sent to the patron and there had been no further contact.

ADJOURNMENT

Mr. Hurwitz moved and Ms. Sawle-Knobloch seconded a motion to adjourn the meeting at 8:06 p.m. President Basofin, presiding, adjourned the meeting at 8:06 p.m.

Submitted by: Pamela Siegel