

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
February 12, 2019

CALL TO ORDER

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

Ms. Conway introduced Bin Zhao, Technical Services Manager. Ms. Zhao led the group on a tour of the Technical Services Department.

ATTENDANCE

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

Members Absent: Marty Kinczel, Carol Wolfe

Others Present: Jane Conway, Talia Kalman, Adam Kramer, Pamela Siegel, Bin Zhao

APPROVAL OF MINUTES

Ms. Mazur moved and Ms. Sawle-Knobloch seconded a motion to approve the January 8, 2019 minutes, January 2019 Bill List, January 2019 Financial Reports, and Privacy Policy on the consent agenda. The motion passed unanimously.

Ayes: Basofin, Coplan, Hurwitz, Knapp, 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 Board will tour the Membership Services Department next month at the beginning of the Board meeting.
- Ms. Conway sent out a Strategic Plan Progress Report to highlight completion of new and ongoing initiatives included in the new Strategic Plan. The Board prefers the report be sent out quarterly rather than monthly. Mr. Coplan suggested including library services and activities that have been eliminated in the report.
- The City will host three neighborhood meetings beginning in April. Ms. Conway will send the Board a sign-up sheet with dates and locations. The Library is encouraged to have one Board member and one staff member present at each meeting.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- She welcomed a new HPHS student liaison, Talia Kalman, to the Board meeting.
- Robin Smith, Membership Services Manager, organized a Waffle Day for staff during today's lunch hour. Staff contributed waffle irons, batter, and toppings. A good time was had by all.
- Indian Trails District Library will join CCS in late 2019, bringing the total number of member libraries to 26.
- She highlighted several completed activities in the Strategic Plan Progress Report.

- The library purchased a humidifier for the archives room on the upper level. It has been reported that room humidity is improving.
- Staff is working with architects on the design phase of the Youth Services remodel project.
- A staff Communication Survey has been drafted and will be distributed soon.
- Succession planning is part of the new Strategic Plan. Managers have been asked to identify and mentor a staff member in each of their departments to take charge in their absence.

REPORT OF THE BUILDING AND GROUNDS COMMITTEE

Ms. Knapp reported the Committee met last Friday to discuss the hot water coil installation. When lighting on the main level was changed to LED, the old ballasts in the lower level were removed. The ballasts generated a huge amount of heat and when removed, the staff lounge became extremely cold. Berg Engineering Consultants determined a hot water coil would solve the problem. The total cost of the project is \$9,527. There is a remaining balance of \$3,207 from the recent control upgrade project. The Committee recommends approval of the project using the remainder of the allowance funds leaving a difference of \$6,320.

Ms. Knapp moved and Mr. Olian seconded a motion to approve the hot water coil project at a cost of \$6,320. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

The Committee discussed window replacements in the Adult Services Room. Many windows have broken seals and some have cracks. Quotes have been obtained from three window companies ranging from \$14,735 to \$19,234. Installation costs are high due to the library's ravine location. The Committee is seeking more information and will bring a recommendation to the Board at a later date.

Product Architects met with staff and Ms. Conway to discuss the Youth Services remodel project. Ms. Knapp will join the group at the next meeting on February 14. Mr. Kinczel requested that additional quiet study space be included in the project. The Committee will continue to update the Board as the project progresses.

Ms. Conway reported additional security cameras have been installed in the lobby and the public computer area. Cameras will be installed in the Youth Services Department as part of the remodel project.

OLD AND NEW BUSINESS

None

ADJOURNMENT

Mr. Coplan moved and Ms. Mazur seconded a motion to adjourn the meeting at 7:49 p.m. President Basofin, presiding, adjourned the meeting at 7:49 p.m.

Submitted by: Pamela Siegel