

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

CALL TO ORDER

President Basofin, presiding, called the meeting to order at 7:02 p.m.

Ms. Conway introduced Robin Smith, Membership Services Manager. Ms. Smith led the group on a tour of the Membership Services Department.

ATTENDANCE

**Members Present:** Rich Basofin, Rich Coplan, Marty Kinczel, Laura Knapp, Barbara Mazur, Rob Olian, Nancy Sawle-Knobloch, Carol Wolfe

**Members Absent:** Joel Hurwitz

**Others Present:** Marcia Beach, Chad Clark, Jane Conway, Talia Kalman, Tiffany Nash, Sylvana Osorio, Dan Pohrte, Pamela Siegel, Robin Smith

Architects Tiffany Nash and Dan Pohrte shared a PowerPoint presentation on the draft renovation plans for Youth and Adult Services. Approval of the revised plan and budget will be included on the April meeting agenda. The need for staff lounge improvements was also discussed. The Board agreed that use of unrestricted gift funds for a staff lounge upgrade was acceptable.

APPROVAL OF MINUTES

**Mr. Olian moved and Ms. Sawle-Knobloch seconded a motion to approve the February 12, 2019 minutes, February 2019 Bill List, and the February 2019 Financial Reports on the consent agenda. The motion passed unanimously.**

Ayes: Basofin, Coplan, Kinczel, Knapp, Mazur, Olian, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- She thanked Board members for volunteering to participate in the upcoming City organized neighborhood meetings and will send out a schedule this week.
- Welz Kauffman will be previewing the upcoming Ravinia season on March 20 in the library.
- Last night, City Council opened a time capsule from 50 years ago. The contents will be on display in the library lobby.
- The new Promethean board in the lobby is currently displaying "Today's Events" in the Library.
- Mayor Rotering asked the library to serve as the site for an April 13<sup>th</sup> town hall meeting to discuss the proposed marijuana legislation.

REPORT OF THE BUILDING AND GROUNDS COMMITTEE

Ms. Knapp commended Ms. Conway and her staff for their hard work planning the remodel with Product Architects.

## PERSONNEL POLICIES COMMITTEE

Ms. Conway reported that the Committee discussed three items.

- The Personnel Policies Manual hasn't been reviewed by an HR attorney since 2014. Quotes from three different law firms were solicited. The Committee recommends hiring Robbins Schwartz (recommended by library attorney Roger Ritzman) at a cost of \$1,400 (lowest quote). A red-lined version of the policy will be shared with the Committee when the review is complete.
- A draft job description for a new position of Development Officer was reviewed by the Committee. The Committee recommends hiring a part-time 25-hour per week person. The salary consultant will benchmark the position and recommend a starting salary.
- Accountant Doris Lorr is developing a 2019 Employee Benefit Statement for each employee. It will include annual salary, vacation, health insurance, IMRF, etc.

## OLD AND NEW BUSINESS

Ms. Sawle-Knobloch attended the Friends quarterly meeting last week. She reported they are seeking new volunteers to sort books, sell books, and write thank you notes. The Friends donation letter campaign raised \$18,000 last fall. The annual big book sale may not take place this fall due to the remodeling project. Several mini-book sales will be planned instead. Ms. Sawle-Knobloch helped facilitate an opportunity for Stanford alumni to participate in a service day on April 27 to assist the Friends with sorting and selling books.

Ms. Wolfe recommends creating an online donation site for the Friends.

Mr. Kinczel reported on the following recommendations from the Operations & Policies Committee:

1. The Library was approached by an Eagle Scout requesting that a collection container for retired flags be positioned at the library's front door. The Committee does not recommend as the library receives many requests for placement of charitable containers and does not have space to accommodate everyone.
2. The City of Highland Park will be offering apparel and other items for sale in conjunction with the 150<sup>th</sup> anniversary celebration. The library was asked to serve as a distribution center for the merchandise. The Committee does not recommend due to space constraints, the upcoming remodeling project, and the fact that providing this service will interfere with staff's primary responsibility for providing library service.

Ms. Conway distributed a complaint addressed to the Board regarding customer service at the checkout desk. President Basofin will respond on behalf of the Board. Customer service training will be offered to all staff soon.

## ADJOURNMENT

Ms. Mazur moved and Ms. Wolfe seconded a motion to adjourn the meeting at 8:58 p.m. President Basofin, presiding, adjourned the meeting at 8:58 p.m.

Submitted by: Pamela Siegel