

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

CALL TO ORDER

President Basofin, presiding, called the meeting to order at 6:45 p.m.

ATTENDANCE

**Members Present:** Jerry Aufox, Rich Basofin, Rich Coplan, Donna Fletcher, Lela Hersh, Joel Hurwitz, Laura Knapp, Barbara Mazur

**Members Absent:** Marty Kinczel

**Others Present:** Jane Conway, Adam Kramer, Mike Pickard, Pamela Siegel, Amanda Standerfer

APPROVAL OF MINUTES

**Ms. Mazur moved and Ms. Knapp seconded a motion to approve the October 9, 2018 minutes, October 2018 Bill List, and October 2018 Financial Reports on the consent agenda. The motion passed unanimously.**

Ayes: Aufox, Basofin, Coplan, Fletcher, Hersh, Hurwitz, Knapp, Mazur

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Basofin's report included the following:

- According to the City Manager, the two houses next to the library will be demolished in August 2019 at the earliest. The Historic Preservation Committee has placed a freeze on one of the houses for a year. There is a cost savings when removing the houses at the same time.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Conway's report included the following:

- The Library has received funds from several organizations this month. The Cultural Arts Commission awarded \$4,000 to support the Note for Note concert series, the Highland Park Community Foundation awarded \$1,000 for Coding Kits for Kids, and YEA! Highland Park will be awarding funds at the end of the month to support the Note for Note concert series. The Library also received a \$3,900 rebate from LIRA, the library insurance consortium.
- The Friends tote bag display was assembled in the lobby yesterday. The bags are being sold for \$2.00.
- The Library Robotics Team trophies are also on display in the lobby.
- Rokus will begin circulating on Thursday. Check-out and check-in will be handled at the Film & Music desk. Rokus may be checked out for seven days with one renewal if there are no holds.
- Several new programs are launching in 2019. The League of Women Voters will be facilitating a Great Decisions Discussion Series. The Library and Sister Cities Foundation will be hosting two events in April in conjunction with the City's 150<sup>th</sup> anniversary. Beginning Italian language classes will be offered through Library U in January. Go Green will be hosting an environmental book discussion series.

- The retirements of three senior staff members has resulted in several personnel changes. Membership in the CCS catalog consortium has decreased the need for onsite IT support. Therefore, the IT Services Manager position will not be replaced. Ken Berns will remain Systems Administrator and Computer View, an IT outsource company, has been hired to provide 20 hours of help desk support when Ken Berns is not working.
- Effective January 1, 2019, Adult Services Manager Chad Clark will assume a new title of Assistant Director with responsibility for all public service departments. Director Conway will oversee all support service departments.

#### REPORT OF THE NOMINATING COMMITTEE

The Nominating Committee met and recommends the following 2019 slate of officers:

Rich Basofin– President  
Laura Knapp– Vice-President  
Marty Kinczel– Treasurer  
Barbara Mazur– Secretary

The slate will be presented to the Board for approval at the December Board meeting.

#### OLD AND NEW BUSINESS

Mr. Aufox suggested that City Hall be utilized for library programs that cannot be accommodated by the library due to space constraints.

President Basofin introduced strategic planning consultant Amanda Standerfer who proceeded to present the draft Strategic Plan 2019-2021. The final plan will be presented to the Board for adoption at the December Board meeting.

#### ADJOURNMENT

Mr. Aufox moved and Ms. Hersh seconded a motion to adjourn the meeting at 7:52 p.m. President Basofin, presiding, adjourned the meeting at 7:52 p.m.

Submitted by: Pamela Siegel