

MINUTES OF A REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES  
OF THE BARRINGTON PUBLIC LIBRARY DISTRICT

A Regular Meeting of the Board of Library Trustees was held on August 13, 2018, at 7:00 p.m. in the Conference Room of the Barrington Area Library pursuant to notices sent to the board and the press on August 10, 2018.

Present and acting as trustees were:

Donald F. Minner, President  
Carolyn Welch Clifford, Vice President  
Barbara Pintozzi, Secretary  
Denise Devereux Peters  
Denise Tenyer  
William J. Pizzi

Absent was:

Carrie Carr

Also in attendance were:

Jesse Henning, Executive Director  
Karen McBride, Public Information Manager  
Lisa Stordahl, Office Manager

President Minner called the meeting to order and asked if there were questions on the minutes of the July 9 Regular Meeting. There were none. President Minner moved, and Ms. Tenyer seconded the motion to approve the minutes of the July 9 meeting as presented.

**The motion passed unanimously.**

President Minner asked the board to review the minutes of the July 9 Budget, Finance, and Levy Committee Meeting. There were no questions or corrections. President Minner moved, and Mr. Pizzi seconded the motion to approve the July 9 Budget, Finance and Levy Committee Meeting minutes as presented. **The motion passed unanimously.**

President Minner invited Ms. Karen McBride, the library's Public Information Manager, to address the board. Ms. McBride was pleased to announce that this year's *Summer Learning Challenge* has been wildly successful. To date, over one million reading minutes have been logged, which far surpassed our initial goal of 400,000. Ms. McBride also highlighted two of our bigger upcoming programs. Rootsfest is scheduled for Sunday, September 9, 2018 and will center around our art installation, "Network". Many local businesses will be involved and quite a few activities are planned. Another program of note is our fourth annual Tedx Presentation, scheduled for October 11<sup>th</sup>. This year's lineup includes three powerhouse speakers, Sam Oliver, Chrissie Mena, and Reverend Dr. Zina Jacque. The board thanked Ms. McBride for her presentation and she left the meeting.

President Minner acknowledged the milestone anniversaries of two staff members. Fanny Liu, Customer Service, and Yue Shiau, Material Services, have each served the library for fifteen years and the Board is thankful for their many years of service.

President Minner asked if there were any questions on the Capital Reserve Contract with Engberg Anderson. There were none. Ms. Tenyer moved, and Ms. Clifford seconded the motion to approve the Capital Reserve Contract with Engberg Anderson not to exceed \$2,500.

Ayes: Clifford, Minner, Peters, Pintozzi, Pizzi, Tenyer  
Nays: 0  
Absent: Carr  
**Motion: CARRIED.**

Ms. Peters reported that the Audit Committee Meeting met on July 20, 2018, and that all records are in order for the prior fiscal year.

Director Henning presented the Treasurer's report in Ms. Carr's absence. Beginning balance was \$7,990,261.60 with receipts of \$1,249,955.72 and expenditures of \$520,186.50; leaving an ending balance of \$8,500,585.08. One month into the new fiscal year, year to date revenues are at 11.98% of anticipated while expenditures are 7.94% of the budget. President Minner moved, and Mr. Pizzi seconded the motion to approve the Treasurer's report and bills for payment as presented.

Ayes: Clifford, Minner, Peters, Pintozzi, Pizzi, Tenyer  
Nays: 0  
Absent: Carr  
**Motion: CARRIED.**

Director Henning discussed the option of opening a reserve bank account at Barrington Bank and Trust. This account would house the bulk of the library's balance, earning around two percent interest, while keeping the library's assets liquid. Each month, the Business Manager would transfer enough money into our operational checking account to cover the monthly expenses of running the library. Ms. Clifford asked if the library would have to pay a fee for this account. Director Henning said that although there was a \$70.00 monthly fee associated with the account, the interest earned on the reserve account would more than cover the fee. Director Henning noted that this account would give the library more protection with services such as digital invoicing and Positive Pay, which is a program used to ensure that no fraudulent checks are cashed on the library's account. Ms. Peters moved, and Ms. Pintozzi seconded the motion to approve the opening of a reserve bank account at Barrington Bank and Trust.

Ayes: Clifford, Peters, Pintozzi, Pizzi, Tenyer  
Nays: 0  
Abstain: Minner  
Absent: Carr  
**Motion: CARRIED.**

Director Henning requested to change the date of the November Board Meeting from November 12, 2018 to November 5, 2018. The Board accepted the change request. Ms. Tenyer moved, and Ms. Clifford seconded the motion to move the November Board Meeting to November 5, 2018. Ms. Stordahl will contact the press regarding the change as well as post it to the website.  
**The motion passed unanimously.**

Director Henning reported that it has been a busy month. A new Customer Service Manager and Head of Adult Services have been hired. Ms. Maggie Wake was promoted to Customer Service Manager effective today, and Mr. Jason Pinshower will be joining us as Head of Adult Services beginning Monday, August 27<sup>th</sup>. Mr. Pinshower comes to us from the Fox River Valley Public Library District where he was the Manager of Adult and Teen Services. Interviews for a new Finance Manager will begin at the end of the month. In addition to hiring new staff, Director Henning has met with each of the Youth Services staff members and has enjoyed getting to know everyone on a more one to one level. He will begin meeting with Technical Services Staff soon. Director Henning has also been very active out in the community, meeting with many leaders such as Karen Darch, Jeff Lawler, Joyce Palmquist, and District 220 Superintendent, Brian Harris.

Upcoming meetings are planned with Harper College, BaCOA and BACOG. The Board recommended that Mr. Henning meet with someone from the Rotary and Lions Clubs as well as the local Village Managers that are a part of our library district.

The Illinois Public Library Annual Report (IPLAR) for fiscal year 2017-2018 is nearly ready to submit. Ms. Clifford moved and Ms. Tenyer seconded, to approve submission of the Annual Report to the state upon its completion. **The motion passed unanimously.**

Director Henning presented a change order for modifications to the parking lot construction. These changes include patching the upper lot, repairing the stairs leading from the Meeting Room to the upper lot, and removing the tree grades. Ms. Clifford moved, and President Minner seconded the change order as presented not to exceed the amount of \$20,000.

Ayes: Clifford, Minner, Peters, Pintozzi, Pizzi, Tenyer  
Nays: 0  
Absent: Carr  
**Motion: CARRIED.**

Director Henning presented the SOAR Assessment (Strengths, Opportunities, Aspirations, Results) to the Board of Trustees and asked them to start thinking about the questions in relation to our library. Director Henning would like each Board Member to complete the assessment and turn it in at the September Board Meeting. A Committee of the Whole will be scheduled in October to discuss the information collected.

In old business, Director Henning informed the Board that the money from the Hunter Trust was ready for distribution. A new letter was drafted to replace Director Pansch, who retired in September 2017, with Director Henning to act on behalf of the Board in order to receive the distribution. Mr. Pizzi moved, and Ms. Clifford seconded a motion to allow Director Henning to act on behalf of the Board of Trustees in order to receive the Hunter Trust Distribution.


Ayes: Clifford, Minner, Peters, Pintozzi, Pizzi, Tenyer  
Nays: 0  
Absent: Carr  
**Motion: CARRIED.**

The Board requested a note of thanks be sent to Ms. Hunter's family.

In communications, Director Henning shared a letter from a customer stating how pleased they have been with the Homebound Service provided by the library.

There being no further business, President Minner moved, and Ms. Peters seconded, to adjourn. **The motion passed unanimously.**

Adjournment was at 8:15 p.m.

  
Secretary