

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 July 12, 2021, at 7:00 p.m. in Meeting Room A at the Barrington Area Library.

Notice of this meeting was sent to the Board and the Press on July 9, 2021.

**Present and acting as trustees:**

Carrie Carr  
Jennifer Lucas  
Jan Miller  
Anne Ordway  
Bill Pizzi  
Denise Tenyer

**Absent:**

Don Minner

**Also in attendance:**

Chris Ordway, Barrington Resident  
Steve Wang, Barrington Resident

Vicki Rakowski, Executive Director  
Cheryl Riendeau, Finance Manager  
Lisa Stordahl, Office Manager  
Tammy Surprise, Human Resources Specialist

**I. CALL TO ORDER**

President Carr called the meeting to order at 7:00 p.m. Ms. Tenyer took the Oath of Office due to her recent appointment to the Board.

**II. ROLL CALL**

Lisa Stordahl called the roll.

**III. AUDIENCE RECOGNITION AND PUBLIC COMMENT**

President Carr welcomed the guests to the meeting. No one wished to address the Board.

**IV. APPROVAL OF THE MINUTES**

The minutes from the June 14, 2021 Regular Meeting and the June 9, 2021 Special Meeting were reviewed. President Carr asked if there were any questions or corrections to the minutes as presented. There were none. A motion to approve the Regular Meeting and Special Meeting minutes was made by President Carr and seconded by Trustee Pizzi.

Ayes: Carr, Lucas, Miller, Ordway, Pizzi  
Nays: None  
Abstain: Tenyer  
Absent: Minner  
**Motion: CARRIED.**

The June 14, 2021 Executive Session minutes were reviewed by the Board. There were no corrections. Treasurer Lucas made a motion to approve the June 14<sup>th</sup> Executive Session Minutes as presented. Secretary Miller seconded the motion.

Ayes: Carr, Lucas, Miller, Ordway, Pizzi  
Nays: None  
Abstain: Tenyer  
Absent: Minner  
**Motion: CARRIED.**

The semi-annual review of the Executive Session Minutes was next on the agenda. The Board reviewed the Executive Session minutes for the following dates:

- January 11, 2021
- January 25, 2021
- February 3, 2021
- June 14, 2021

Trustee Pizzi made a motion to hold these Executive Session minutes confidential and not release them for public viewing at this time. Trustee Tenyer seconded the motion.

Ayes: Carr, Lucas, Miller, Ordway, Pizzi, Tenyer  
Nays: None  
Abstain: None  
Absent: Minner  
**Motion: CARRIED.**

## **V. MISCELLANEOUS REPORTS / BUSINESS**

### **President's Report**

President Carr thanked the Stillaguamish Genealogical Society for their second donation to the library in the amount of \$25.00.

Committee assignments were discussed and were assigned as follows:

**Audit Committee:** Anne Ordway, Bill Pizzi

**Budget, Finance, and Levy Committee:** Jennifer Lucas (Chair), Denise Tenyer, Bill Pizzi, Don Minner

**Long Range Planning Committee:** Jan Miller (Chair), Carrie Carr, Jennifer Lucas, Don Minner, Anne Ordway, Bill Pizzi, Denise Tenyer

**Personnel Committee:** Don Minner (Chair), Jan Miller, Anne Ordway

**Policy Committee:** Bill Pizzi (Chair), Jennifer Lucas, Jan Miller

### **Treasurer's Report**

Treasurer Lucas presented the Treasurer's report. The beginning balance was \$9,565,104.44 with receipts of \$1,653,842.93 and expenditures of \$676,310.47; leaving an ending balance of \$10,542,636.90. Closing the fiscal year, revenues are 101.04% of anticipated and expenditures are 80.88 % of the budget.

Treasurer Lucas directed the Board's attention to the front page of the Financial Report and explained that the reason our revenues came in at 101.04% is due to some households paying their tax bills in full, rather than in installments; the library was not extended more tax money than anticipated.

Treasurer Lucas asked the Library's Finance Manager to give a quick explanation of what the fund balance represents. Ms. Riendeau explained that all funds except the General Fund and Donations/Grants are restricted by law. The General Fund balance on June 30<sup>th</sup> represents tax revenue that applies to the next fiscal year's expenses as well as a planned transfer to the Special Reserve Fund after the audit is final. Taking those items into account leaves the library with a six-month reserve in the General Fund.

Treasurer Lucas moved to approve the Treasurer's Report and bills for payment as presented. Trustee Ordway seconded the motion.

Ayes: Carr, Lucas, Miller, Ordway, Pizzi, Tenyer  
Nays: None  
Abstain: None  
Absent: Minner  
**Motion: CARRIED.**

### **Executive Director's Report**

Director Rakowski shared the letter from the Illinois State Library regarding the annual Per Capita Grant. This year the library will receive \$65,131.58 which will be used to help pay for the library's electronic database subscriptions.

Director Rakowski reported that the staff has met to set goals for the new fiscal year. A few areas of focus this year will be as follows:

- Improving customer communication systems – notifications and newsletters – new vendor
- Improving internal communication systems
- Creating a plan and strategy for outreach – 3-year implementation plan

We continue to see an increase in library visits from the community, and the majority of furniture has been restored to the adult areas. We are increasing the number of computers available in the Biz/Tech section, and elements of the Children's Play Space have returned. However, this space will remain modified as children are not yet eligible for the vaccine. We are planning to reopen the Meeting Rooms in September with new room set-up options available to accommodate social distancing. The staff is currently being retrained on the software and webcams available in the meeting rooms so that they can assist customers should they need help or have questions about the equipment.

## **VI. REPORTS OF COMMITTEES**

### **VII. OLD BUSINESS**

At the June 9<sup>th</sup> Budget, Finance, and Levy Committee Meeting, Director Rakowski was asked to put together a presentation regarding the cost of subsidizing family health care premiums as an option for eligible employees. The committee asked to see what it would cost the library to supplement family coverage at 50% and 75%. They also asked to see what neighboring and competing libraries are currently offering to their employees.

Director Rakowski, along with Tammy Surprise and Cheryl Riendeau, shared the report and stated that while we have stayed competitive with neighboring libraries in regards to salaries, we have fallen behind in our offering of insurance coverage. Currently, the library only provides coverage for the employees. If an employee needs to cover a family member, the staff member is responsible for 100% of the cost. It was noted that we have lost some good candidates because it was too expensive for them to cover their family's insurance costs.

Illinois Standards for Public Libraries recommends that libraries spend 70% of their budget on salaries and benefits. The move to adding some additional money to help with the cost of family insurance would help BALibrary be more in line with these recommendations (bringing the total percentage of the budget spent on salaries and benefits to about 60%), and will likely help with recruiting talented staff.

The Board asked what this would look like in dollars and cents. Director Rakowski stated that if all eligible full-time employees took advantage of it, supplementing family insurance costs at 50% would cost the library around \$60,000.00 while supplementing at 75% would cost \$90,000.00 per year. The Board wanted to know it would be sustainable. Director Rakowski replied in the affirmative.

The Board thanked Ms. Surprise, Ms. Riendeau, and Director Rakowski for gathering the information. After looking at the numbers presented and what the surrounding/competing libraries currently offer their staff, Trustee Pizzi made a motion to increase the insurance line in the budget to help cover family insurance costs at 75%. Treasurer Lucas seconded the motion.

Ayes: Carr, Lucas, Miller, Pizzi, Tenyer  
Nays: Ordway  
Abstain: None  
Absent: Minner

**Motion: CARRIED.**

**VIII. NEW BUSINESS**

Director Rakowski presented The Engberg Anderson Agreement for Architectural Services. This agreement will cover the architectural drawings and planning for the upcoming service drive repair. Trustee Tenyer made a motion to approve the Engberg Anderson Agreement for Architectural Services for the Service Drive Repair in an amount not to exceed \$28,000.00, and authorize the Executive Director to sign on the Board’s behalf. President Carr seconded the motion.

Ayes: Carr, Lucas, Miller, Ordway, Pizzi, Tenyer

Nays: None

Abstain: None

Absent: Minner

**Motion: CARRIED.**

The Board reviewed the GEOCON Professional Services Proposal. Director Rakowski explained that they would be boring for soil samples in the service drive area to make sure that we don’t encounter any issues with the design or construction of the new service drive. Trustee Pizzi made a motion to approve the Proposal by GEOCON Professional Services for geotechnical engineering services in an amount not to exceed \$4,500.00, and authorize the Executive Director to sign on the Board’s behalf. The motion was seconded by Trustee Ordway.

Ayes: Carr, Lucas, Miller, Ordway, Pizzi, Tenyer

Nays: None

Abstain: None

Absent: Minner

**Motion: CARRIED.**

Director Rakowski presented the Shales McNutt Preconstruction Contract. This work will include consulting fees, as well as the preparation of the bid materials and handling of the bids for the upcoming Service Drive Replacement Project. The contract also sets the hourly fees of the Shales McNutt personnel during the actual upcoming construction project. President Carr made a motion to approve the contract the Shales McNutt Preconstruction Contract in an amount not to exceed \$13,200, and authorize the Executive Director to sign on the Board’s behalf. Treasurer Lucas seconded the motion.

Ayes: Carr, Lucas, Miller, Ordway, Pizzi, Tenyer

Nays: None

Abstain: None

Absent: Minner

**Motion: CARRIED.**

**IX. GENERAL INFORMATION**

Trustee Ordway asked for an update on the MakerLab ceiling. Director Rakowski stated that they had learned that the cause of the tiles falling was related to the weight of two power coils that had been added after the renovation. The problem will be fixed and the MakerLab reopened within the next couple of weeks. In the meantime, the MakerLab equipment has been moved to the Zimmerman Room to minimize disruption of services to customers. The Board asked if other areas of the ceiling had been checked to make sure this wouldn't happen anywhere else. Director Rakowski confirmed that it had been checked and everything was to code.

Trustee Pizzi asked for an update on the Juvenile book, Protesting Police Violence in Modern America, which had generated discussion on the Social Media App, Next Door. Director Rakowski said that she had responded to the customers that had reached out to her about the book.

**X: ADJOURNMENT**

There being no further business, a motion to adjourn the meeting was made by Trustee Tenyer and seconded by President Carr.

Ayes: Carr, Lucas, Miller, Ordway, Pizzi, Tenyer  
Nays: None  
Abstain: None  
Absent: Minner  
**Motion: CARRIED.**

The meeting adjourned at 8:26 p.m.

*1st Jan Miller*

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Secretary