

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 April 8, 2019, 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 April 5, 2019.

Present and acting as trustees were:

Don Minner, President
Carolyn Welch Clifford, Vice President
Carrie F. Carr, Treasurer
Barbara Pintozzi, Secretary
Denise Peters
Bill Pizzi
Denise Tenyer

Also in attendance were:

Jan Miller, Barrington resident
Jesse Henning, Executive Director
Lisa Stordahl, Office Manager

I. CALL TO ORDER

President Minner called the meeting to order at 7:02 p.m.

II. ROLL CALL

Lisa Stordahl called the roll.

III. AUDIENCE RECOGNITION AND PUBLIC COMMENT

No public comments were made.

IV. APPROVAL OF THE MINUTES

The minutes from the March 11, 2019 Regular Meeting were reviewed. President Minner asked if there were any questions or corrections to the minutes. A spelling error was discovered and corrected. A motion to approve the corrected minutes of the March 11 Regular Meeting was made by President Minner, seconded by Ms. Pintozzi. All voted in favor. The motion passed unanimously.

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

President Minner welcomed Ms. Miller to the meeting and congratulated all candidates who ran for the board. Final results from the Consolidated Election should be released mid-April, and the new board will be sworn in and seated at the June 10th Regular Meeting. The board recognized two staff members for their recent milestone anniversaries. Maripat Olson, Head of Technical Services, recently celebrated twenty-five years with the library, while

Jamie Wyskochil, Material Services, has been with BAL for five years. The board is thankful for their service.

Treasurer's Report

Ms. Carr presented the Treasurer's report. Beginning balance was \$8,213,215.48 with receipts of \$1,308,547.35 and expenditures of \$475,790.11; leaving an ending balance of \$9,040,417.92. Nine months into the fiscal year, revenues are 78.37% of anticipated and expenditures are 63.77% of the budget.

Ms. Carr reported that revenue was higher than expected this month due to the arrival of Cook County taxes and a payment from the Sears' TIF. Ms. Clifford asked that Sawyer Falduto be invited to an upcoming meeting to discuss the library's investments, and requested that the library's Finance Manager attend the meeting as well.

Ms. Carr moved to approve the Treasurer's Report and bills for payment as presented. Mr. Pizzi seconded the motion.

Ayes: Carr, Clifford, Minner, Peters, Pintozzi, Pizzi, Tenyer
Nays: None
Abstain: None
Absent: None
Motion: CARRIED.

Executive Director's Report

Director Henning was delighted to share that the library's new app has been released, replacing the old Stacks app. One of the features of the new app allows customers to load their library card number to checkout library materials. We are currently working on getting the app to integrate with the library's Overdrive/Libby service.

Director Henning noted that the Local Author Fair was a success with thirty-four authors participating this year, including BAL staff member, Alyssa Wees, who recently released her first book, The Waking Forest, with a positive review from Kirkus.

Kate Mills, Adult Services Librarian, was one of the winners of the coveted Character Counts Award from the Barrington Junior Women's Club. Nominated by our Community Engagement Librarian, Sam Adams-Lanham, the Character Counts award is presented to someone whose strong character has a positive impact on the community around them. Kate will receive her award on April 22nd at the Barrington Village Hall.

Director Henning shared that the library just finished installing permeable pavers on the path between the Garlands and the Library, which will help prevent flooding in low-lying areas between the two buildings.

The revised Employee Manual will be presented to the board for approval at the May 13th Regular Meeting. Director Henning will provide a report of additions and deletions to the manual prior to the start of the meeting. President Minner asked that all board members

review the material before the meeting so that everyone is prepared to discuss any questions they may have.

Director Henning reported that he had recently visited Indian Trails Library where they use white noise technology to help reduce noise in their study rooms. This might be something for us to consider to provide a better customer experience for individuals who book our study rooms hoping to find a quiet space to work. President Minner asked if white noise might work in the Adult Services computer area. Director Henning said that it would not work in a big open space like that; however, he has plans to meet with our architect to design a better confluence between the Youth Services and Adult Services Business and Technology area to help provide a quieter working environment.

Director Henning noted that he is continuing to work on the annexation of the old AT&T Property with the library's attorney, Mr. Friker.

VI. REPORTS OF COMMITTEES

The Personnel Committee met prior to the start of the Regular Meeting to discuss Director Henning's accomplishments throughout his first year as Director. Committee Chair, Carolyn Clifford, proposed a second meeting to take place at 6:00 p.m. prior to the start of the next Regular Board Meeting on May 13, 2019. The focus of the meeting will be to finish the review of Director Henning and make a benefit and salary recommendation to the full board. Ms. Clifford asked that Director Henning prepare a salary pool report for the rest of the library staff, and invited all members of the board to attend this committee meeting.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

President Minner directed the board's attention to the Change Order #001. Director Henning noted that the bid came in lower than we had originally budgeted. President Minner made a motion to approve the change order as detailed in PCO #001 in the amount of \$47,959.26 and to authorize Director Henning to sign the contract. Ms. Pintozzi seconded the motion.

Ayes: Carr, Clifford, Minner, Peters, Pintozzi, Pizzi, Tenyer
Nays: None
Abstain: None
Absent: None
Motion: CARRIED.

The board discussed a two-tiered marketing campaign at the Arboretum of South Barrington. The first campaign will promote all the library resources that can be utilized remotely. The second campaign will advertise our summer reading program. President Minner made a motion to approve the contract with Blue Outdoor, LLC and authorize the Executive Director to sign. Ms. Clifford seconded the motion.

Ayes: Carr, Clifford, Minner, Peters, Pintozzi, Pizzi, Tenyer

Nays: None
Abstain: None
Absent: None
Motion: CARRIED.

IX. GENERAL INFORMATION

VI: ADJOURNMENT

There being no further business, a motion to adjourn the meeting was made by Ms. Tenyer and seconded by Mr. Pizzi.

Ayes: Carr, Clifford, Minner, Peters, Pintozzi, Pizzi, Tenyer
Nays: None
Abstain: None
Absent: None
Motion: CARRIED.

The meeting adjourned at 7:49 p.m.

Secretary