

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 November 8, 2021 at 7:00 p.m. Due to health and safety concerns related to the COVID-19 virus, this meeting was held via videoconference/conference call pursuant to 5 ILCS 120/7(e) in accordance with the July 24, 2020 Gubernatorial Disaster Proclamation for the State of Illinois. Notice of this meeting was sent to the Board and the press on November 5, 2021.

**Present and acting as trustees were:**

Carrie Carr, President  
Don Minner, Vice President  
Jennifer Lucas, Treasurer  
Anne Ordway  
Bill Pizzi  
Denise Tenyer

**Absent:**

Jan Miller

**Also in attendance were:**

Jason Pinshower, Head of Operations  
Vicki Rakowski, Executive Director  
Cheryl Riendeau, Finance Manager  
Lisa Stordahl, Office Manager

**I. CALL TO ORDER**

President Carr called the meeting to order at 7:00 p.m.

**II. ROLL CALL**

Lisa Stordahl called the roll.

**III. AUDIENCE RECOGNITION AND PUBLIC COMMENT**

No members of the public were present.

**IV. APPROVAL OF THE MINUTES**

The minutes from the October 11, 2021, Regular Meeting were reviewed. A trustee asked for a verb change in the second paragraph of section III. The change was made. Vice President Minner made a motion to approve the meeting minutes as amended. Trustee Pizzi seconded the motion.

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

The minutes from the Policy Committee of November 2, 2021 were reviewed. There were no additions or corrections. Treasurer Lucas moved to accept the Policy Committee Meeting minutes as presented. Trustee Tenyer seconded the motion.

Ayes: Carr, Lucas, Pizzi, Tenyer

Nays: None

Abstain: Minner, Ordway

Absent: Miller

**Motion: CARRIED.**

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

### **President's Report**

President Carr announced the twenty-year milestone anniversary of Margaret Manley in Material Services. The Board congratulated her and thanked her for her service to the library.

The retirement of Youth Services Librarian, Mitch Walker, was announced. Mr. Mitch has been with the library since 2007 and is a favorite at the annual 4<sup>th</sup> of July parade. The community will miss his presence in the Youth Services Department. The Board wishes him well in this next chapter of life.

The Board thanked Mr. and Mrs. LeVine for their donation to the library in appreciation of Adult Services Programming and the Youth Services Take and Make kits.

### **Treasurer's Report**

Treasurer Lucas presented the October Financial Statement. The beginning balance was \$11,260,884.20. Revenue received in October totaled \$1,421,459.30 with expenditures amounting to \$425,581.04; leaving an ending balance of \$12,256,762.46. One-third of the way through the fiscal year, revenues are 46.37% of anticipated, and expenditures are equal to 23.20% of the budget.

Treasurer Lucas noted that the board should expect to see the fund balances start to come down in the Building Maintenance and District Administration lines in the second half of the fiscal year, once the construction projects begin and the annual insurance payment is made.

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

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

Nays: None

Abstain: None

Absent: Miller

**Motion: CARRIED.**

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

Director Rakowski reminded the Board that their annual Anti-Harassment Training should be completed by December 31st.

The service drive construction project is out to bid. The bid opening will be held at the library on November 9<sup>th</sup>, and Shales McNutt will make their recommendations to the Board at the December 13<sup>th</sup> Regular Meeting. Construction on the project is scheduled to begin in the spring of 2022.

Enberg Anderson is in the process of drawing plans for the Phase 1 renovation, in collaboration with the leadership team. The work on this phase of work is expected to be finished by the end of the Fiscal Year 2022. Mr. Pinshower will invite our architect to come and share the plans in the next couple of months.

Youth Services will be gradually opening up more of the play space and interactive elements now that the vaccine is available for children ages 5 to 11. We know our community has been missing this, and are happy to be able to start to make these available to our youngest customers again.

A trustee asked what the usage is like at the library right now compared to 2019. Director Rakowski noted that we are not seeing the same number of people entering the library, but that many are choosing to use lockers, parking lot pick up, or borrow by mail to get their items. In addition, many of our programs are being offered as a choice of in-person or online, and many adults are choosing the online version, which also has an impact on the number of library visits.

A trustee asked if the library had plans for finals week in December. Mr. Pinshower stated that the last time they checked, finals were not on the calendar for District 220. However, should that change, the library will be ready and will open up both sides of the meeting room and put tables out for the students who would like to use the library to study. Although we typically provide food and snacks for students during finals, that won't be an option this year due to the ongoing pandemic. Mr. Pinshower reported that the staff is seeing an uptick in students using the library in the evenings, which is great.

## **VI. REPORTS OF COMMITTEES**

Trustee Pizzi stated that the Policy Committee recently met to discuss the policy changes advanced by the administration. President Carr asked if there were any questions on the changes. There were none. Trustee Pizzi, on behalf of the Policy Committee, made a motion to accept the changes to the Policy Manual as presented. Being a committee recommendation, no second was needed.

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

## **VII. OLD BUSINESS**

Director Rakowski gave a brief update on the Route 14/Lake Zurich Road Right of Way Project. The project is on schedule, but will take some time to complete. Road construction is scheduled to begin around January of 2023, with the library portion beginning in March or April of that same year. Director Rakowski was recently informed that access to the library parking lot may need to be closed two or three times during the duration of the project while they work on the traffic light. We will have plenty of advanced notice before this occurs and will have time to figure out how to keep as many services available as possible during the short-term closures. Director Rakowski is hopeful that the closures will last no more than a day and that the library will be able to reopen during evening hours if possible. Marie Hanson, Director of Development Services for the Village of Barrington, will attend a Library Board Meeting in January or February to update

the board on the progress of this project and will be able to answer any questions the trustees may have at that time.

**VIII. NEW BUSINESS**

The Board considered Ordinance 2021-5, Levying and Assessing Taxes of Barrington Public Library District, Cook, Kane, Lake, and McHenry Counties, Illinois for the Fiscal Year beginning July 1, 2021, and ending June 30, 2022. Trustee Tenyer made a motion to approve Ordinance 2021-5. Trustee Pizzi seconded the motion.

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

Mr. Pinshower discussed the Board requirements for the Per Capita Grant this year asking each of the trustees to read Serving Our Public 4.0 before the December 13<sup>th</sup> Board Meeting. Serving Our Public 4.0 is linked in TrusteeNet and Mr. Pinshower will also send it as a PDF attachment in a later email to each of the trustees.

**IX. GENERAL INFORMATION**

President Carr suggested that the December Board Meeting be held virtually. She will continue to watch the positivity rate in the area before determining the location of January’s meeting.

**VI: ADJOURNMENT**

There being no further business, a motion to adjourn the meeting was made by Vice President Minner and seconded by Treasurer Lucas.

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

The meeting adjourned at 7:37 p.m.

  
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Secretary