

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 December 13, 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 December 10, 2021.

Present and acting as trustees were:

Carrie Carr, President
Don Minner, Vice President
Jennifer Lucas, Treasurer
Jan Miller, Secretary
Anne Ordway
Denise Tenyer

Absent:

Bill Pizzi

Also in attendance were:

Chris Damsch, Shales McNutt
Brooke Irving, Shales McNutt
Jason Pinshower, Interim 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

President Carr welcomed Chris Damsch and Brooke Irving from Shales McNutt to the meeting and moved them up on the agenda to present the bids for the service drive project. Mr. Damsch stated that there were seven bids submitted for the project, with A Lamp Concrete coming in as the lowest responsible bidder. Mr. Damsch reviewed the work with the firm and confirmed that they appear to understand the scope, schedule, and requirements of the project. The work is scheduled to take place in the early spring once the frost has abated and should take four to six weeks to complete as long as the weather cooperates.

A trustee asked what adjustments the library will have to make during this time. The staff will need to make the following adjustments during the project:

- Staff will enter and exit through the front doors while the staff entrance is closed.
- The library's van will need to be parked elsewhere while the garage is inaccessible.
- A portion of the upper parking lot will be used for staging.
- The dumpsters located at the base of the service drive will need to be relocated during the project.

A trustee asked what was included in the bid. Mr. Damsch stated that the scope of the work includes the following:

- Replacement of concrete drive
- Repairs to the concrete retaining wall
- Repainting of the guard rails
- Replacement of concrete stairs, railing, and sidewalk at the employee entrance
- New storm drain that will go in behind the retaining wall in the prairie area between the upper parking lot and service door

Vice President Minner made a motion to award the contract for Bid Package #03 (Service Drive Project) to A Lamp Concrete in the amount of \$214,884.00 Secretary Miller seconded the motion.

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

IV. APPROVAL OF THE MINUTES

The minutes from the November 8, 2021, Regular Meeting were reviewed. There were no additions or corrections. Treasurer Lucas made a motion to approve the meeting minutes as presented. Trustee Tenyer seconded the motion.

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

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

President Carr recognized two staff members who were celebrating milestone anniversaries this month. Paula Scott, Customer Service, and Hallie Sinkovitz, Tech Services, are both celebrating five years at the library. The board congratulates them both.

Treasurer's Report

Treasurer Lucas presented the November Financial Statement. The beginning balance was \$12,256,762.46. Revenue received in November totaled \$77,104.89 with expenditures amounting to \$713,684.12; leaving an ending balance of \$11,620,183.23. Five months into the fiscal year, revenues are 47.31% of anticipated, and expenditures are equal to 31.16% of the budget.

Treasurer Lucas noted that the counties are mostly done distributing the 2020 tax proceeds for the year, so we will be digging into our reserves until the counties begin distributing the 2021 levies.

Treasurer Lucas directed the board to page two of the Financial Report. She pointed out that the building fund is split into two categories. The first is used to pay for the predictable monthly expenses such as

heating and cooling, window cleaning, and other routine maintenance. The expenditures for this fund are as expected. The other category is for unexpected building and repair beyond maintenance. Sixty percent of that contingency fund has been spent this year. This fund is for unexpected repairs and replacements of things like the boiler, hydrant removal, ballast replacements, ADA door repair, and things of that nature. Both of those funds, the routine maintenance, and the contingency funds, are included in the building fund column. This fund balance has decreased from \$427,840 last month to \$382,000 this month.

Treasurer Lucas also discussed the unrealized losses on our Sawyer Falduto investments stating that the market value of bonds is decreasing while the market value of our CDs is increasing. We are bound by accounting standards to represent the market price of our investments in the Financial Report. We hold all of our securities to maturity so that we do not absorb losses.

Treasurer Lucas asked if there were any questions on the November Financial Report. A trustee asked why the budget remains the same even though we are not seeing the same number of people visiting the library as there were before the start of the pandemic. Interim Director Pinshower stated that because of the pandemic we have pivoted and directed more funds into digital content due to the uptick in the need for eBooks and eAudio books. In addition, programming costs that would normally go to presenters have been directed to Take and Make Kits that children and adults can do at home. The trustee asked about the cost of the kits. Mr. Pinshower said it depends on the kit, but that staff generally try to keep them under \$5.00 per kit. The trustee asked if the number of Take and Make Kits could be noted on the Statistics sheets moving forward. Mr. Pinshower said that he would look into it.

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

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

Executive Director's Report

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

We received notice that a grant submitted to FEMA in January 2020, is eligible for resubmission after being initially declined. The total dollar amount for the grant is \$16,355.11.

The Sears EDA has been finalized. We will receive \$71,952, minus attorney fees, which will be distributed by District 300.

Youth Services is seeing an increase in traffic after bringing back some play elements such as the slide, the Light Bright Wall, Studio Kids, and the puppet theater.

Our annual TedX event was held on November 10th utilizing the hybrid model. Speakers and their guests were on-site and it was broadcast live to 45 virtual attendees. To date, we've had 330 views of the videos. Speakers included Rev. Jeanne Hanson, Rafael Malpica, and Nathaniel Rouse.

Last, but not least, Mr. Pinshower was excited to announce that BALibrary has once again been ranked a Four-Star Library by Library Journal. This honor puts us in the top four percent of libraries nationwide.

Interim Director Pinshower stated that the Per Capita Grant was complete and ready for submission. He asked if the trustees had any questions. A trustee asked what the library staff was doing to get more people to come back into the library closer to prepandemic numbers. Mr. Pinshower stated that we have slowly been adding back services that were not available when the pandemic started. He is hopeful that the reopening of the play space will continue to increase the foot traffic to the library moving forward.

The main floor Meeting Rooms are available at reduced capacity and we will continue to add the number of people allowed in the space as it is safe to do so. With the increasing number of staff in the building, the Zimmerman room is currently being used as an extra space for staff to eat due to spacing issues. A trustee asked how many staff are still working from home. Mr. Pinshower didn't have the numbers right off hand but noted that full-time Librarians are still doing some remote work when planning and administering Programs. Other staff, who work service desks, are typically doing the majority of their work from the library. The trustee also asked about the number of programs being offered virtually vs. in-person. Mr. Pinshower noted that most of our adult programs are still virtual, while our youth programs tend to be more in person. Trustee Ordway wanted to know how you can count the attendance for virtual programming. Mr. Pinshower answered that we can track that by the number of people logged in to the Zoom Program and the number of views of the videos that are posted after the fact.

A trustee thanked Mr. Pinshower for keeping staff and customers safe by reducing the number of employees in the building, and by allowing customers to attend programs virtually, pick up take and makes, and the continuation of parking lot pickup.

A trustee asked what type of tasks staff are able to do while working from home. Mr. Pinshower stated that staff plan and run some programming from home, order books for the collection, remote reference, and work the call center from home, among other things. The trustee asked that this information be added to the minutes so that people understand what staff is doing while working from home.

VI. REPORTS OF COMMITTEES

There were no committee reports in December.

VII. OLD BUSINESS

President Carr asked for an update on the Sears EDA. Mr. Pinshower stated that the Sears EDA has been finalized. The library will receive \$71,952.00 less attorney fees. The money will be distributed by District 300 following their first board meeting in January.

As far as new construction is concerned, the library's levy of 4.95% should allow us to collect \$384,845.00 for the tax year 2021.

VIII. NEW BUSINESS

The Board considered the IGA for Illinois Libraries Present. Mr. Pinshower explained that this is a six-month pilot project to facilitate the joint purchasing of high-quality programming, events, and services for a consortium of libraries. President Carr made a motion to approve the Illinois Libraries Present IGA. Trustee Tenyer seconded the motion.

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

A trustee suggested that it would be nice to see something like this being done in Youth Services as well.

IX. GENERAL INFORMATION

Mr. Pinshower shared the Annual Report created by Karen McBride. Once again, Ms. McBride did an outstanding job on the report which emphasized some new services offered throughout the pandemic. A few things highlighted in the report are as follows:

- Farewell to Overdue Fines
- Borrow by Mail
- Take and Make Kits – 2, 184 kits distributed to 1,050 unique participants
- Homebound Services – Deliveries increased by 90%
- Browsing Bundles
- Barrington Area Volunteer Connection
- Seed Library
- Teaching Garden
- TEDx

The Annual Report and notice of the Four Star Library Award will be up on the website beginning tomorrow, December 14, 2021.

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

VI: ADJOURNMENT

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

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

The meeting adjourned at 7:56 p.m.

1st Jan Miller

Secretary