

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 February 14, 2022 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 Gubernatorial Disaster Proclamation for the State of Illinois. Notice of this meeting was sent to the Board and the press on February 11, 2022.

Present and acting as trustees were:

Carrie Carr, President
Don Minner, Vice President
Jennifer Lucas, Treasurer
Jan Miller, Secretary
Anne Ordway, Trustee
Bill Pizzi, Trustee (entered meeting at approximately 7:10 p.m.)
Denise Tenyer, Trustee

Absent:

None

Also in attendance were:

Shaun Kelly, Engberg Anderson
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 January 10, 2022, Regular Meeting were reviewed. There were no additions or corrections. Trustee Tenyer made a motion to approve the meeting minutes as presented. Secretary Miller 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 a donation from Mr. Sam Patel Vaghani in the amount of \$10.00.

Treasurer's Report

Treasurer Lucas presented the January Financial Statement. The beginning fund balance was \$11,217,439.52. Revenue received in January totaled \$10,397.68, with expenditures amounting to \$506,123.84; leaving an ending balance of \$10,721,713.36. Seven months through the fiscal year, revenues are 47.78% of anticipated, and expenditures are equal to 41.61% of the budget.

Discussion points included:

- The electricity and gas bills have been higher than expected and may exceed the budget for their line items this fiscal year.
- The library received the SEARS EDA settlement in February. The attorney's fees will be paid next month and are more than we expected, however our overall consulting line will be able to absorb the overages.
- Sawyer-Falduto Report – we continue to see a volatility of the market, and although we currently see an unrealized loss on our financial report, Treasurer Lucas reminded the board that the library will hold those investments to maturity so we don't suffer any actual loss.

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

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

Nays: None

Abstain: None

Absent: Pizzi

Motion: CARRIED.

Executive Director's Report

Mr. Pinshower announced that our longtime Landscaper, Damgaard, notified us that they are closing their business. The library is in the process of putting out a Request for Proposal for a new landscaping contract which should come before the board in March for approval.

Vice President Minner received a letter commending the adult and digital services staff for the help they have provided him over the years.

The OMA (Open Meetings Act) Training has become available again after being down for quite some time. Lisa will reach out to those who should take the training and will include instructions on how to do so.

As a reminder, the Village of Barrington is hosting an Underpass Project Informational Meeting (Open House) on February 23, 2022. Library Board Members are invited.

In staffing updates, Danielle Golding was promoted from a part-time Adult Services Assistant to a full time Adult Services Librarian. Stacy Eyman has been promoted from a Technical Services Associate II to an Adult Services Assistant Librarian. Both have earned their MLS Degrees.

Director Rakowski mentioned that the library is paying close attention to the Governor's mask mandate which is scheduled to be lifted at the end of the month. The library will follow the state's guidance. In addition, we are planning to bring back the meeting rooms to full capacity in early March. Reduced capacity configurations will also be available for those who feel more comfortable with those options.

VI. REPORTS OF COMMITTEES

There were no committee reports in February.

VII. OLD BUSINESS

President Carr welcomed Mr. Shaun Kelly from Engberg Anderson and invited him to present his drawings for the Phase 1 Remodeling Project. Mr. Kelly explained that in 2019, Engberg Anderson conducted an informal survey with library customers and staff about some of the things that could be improved upon from the 2014 Renovation. The information gathered was split into different phases of work based on cost and effort level.

Phase I Design Summary

First Floor:

- Adult Power Wall: 10 new single face shelving units for new books and featured collections
- Youth Power Wall: 6 new single face shelving units for new books and featured collections.
- Holds: Move the existing HOLDS shelving closer to the entry for greater customer convenience.
- Mother's Room: Convert robot interactive to Mother's Room which will include sink, lounge chair, and child chair.

Second Floor:

- Teen/YA Shelving: Consolidate and relocate to one location near the Reference Desk
- Young Adult Seating: Relocate three 4-person tables, 4 lounge chairs and 2 side tables
- Study Rooms: Add three 2-person Study Rooms
- Local History: Add 4 single face stacks, 2 study chairs and 1 table
- East Fiction Shelving: Relocate 82 single face stacks
- Computer Table: Add 6 computer stations, 1 Simple Scan and Printer/Print Release Station

Discussion:

Trustees questioned whether the six new computer stations upstairs would be enough to remedy the concern of customers who want a quieter work space to do their computing. Both Director Rakowski and Mr. Pinshower feel that the additional computing zone upstairs will be sufficient.

Vice President Minner wanted to be sure that there would be plenty of tables and chairs for laptop users who don't want to have to reserve a space. Director Rakowski stated that we won't be losing any of the current tables and chairs that we already have, and that adding the three additional study rooms will help as our study rooms are always in high demand.

Treasurer Lucas voiced concerns that not enough steps were being taken to reduce the noise from the Children's area. President Carr and Trustee Pizzi felt that the changes in this phase of the remodel will give customers some better options for a quieter working environment and should reduce complaints.

The Trustees asked about the timing of the project. Mr. Kelly noted that the final design work should be complete within a couple of weeks. At that time, Shales McNutt will begin procurement of the different trades needed to complete the project. Due to the current labor and materials shortages, the longer lead-time items include the glass walls for the new study rooms, doors and frames for the new mother's room, and certain furniture items. The Trustees expressed interest in getting the quiet computing area started as quickly as possible. The rest of the work will be done as materials and labor become available. Work will be scheduled so that service disruptions will be minimal. Mr. Kelly left the meeting at the conclusion of his presentation.

VIII. NEW BUSINESS

Secretary Miller made a motion to appoint Vicki Rakowski as the Library's IMRF Authorized Agent. Trustee Pizzi seconded the motion.

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

IX. GENERAL INFORMATION

Trustee Lucas asked everyone to take a minute to review the ALA Freedom to Read Policy as a refresher.

Trustee Lucas wanted to make everyone aware that Lake County recently adopted a policy to no longer buy single use plastic in their Lake County facilities. She wanted to plant the seed and would love to see the Library follow their example and hopes the Board will consider talking about this in the future.

Secretary Miller asked if there was any additional guidance for the Statement of Economic Interests form. Director Rakowski stated that the guidance received from our attorney has been posted to TrusteeNet and the Secretary of State should be releasing additional information soon. The form is not due until May 1, 2022, so there is still plenty of time.

Vice President Minner noted that the library's email server has been pretty hit or miss for the past eight weeks. Director Rakowski will report that to our IT Department and will provide the Board with updates regarding the issue when they become available.

VI: ADJOURNMENT

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

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

Motion: CARRIED.

The meeting adjourned at 7:49 p.m.

/s/ Jan Miller _____ Secretary