

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 August 14, 2023, at 7:00 p.m. in the Zimmerman Room at the Barrington Area Library.

Notice of this meeting was sent to the Board and the Press on August 11, 2023.

Present and acting as trustees:

Carrie Carr
Kristin Cunningham
Jennifer Lucas
Jackie McGrath
Jan Miller
Anne Ordway
Lindsay Prigge

Absent:

None

Public in Attendance:

Bob Ben
Tim Grabacki
Shaun Kelly, Engberg Anderson

Also in attendance:

Jason Pinshower, Executive Director
Lisa Stordahl, Business and Records Manager

I. CALL TO ORDER

President Carr called the meeting to order at 7:05 p.m.

II. ROLL CALL

Lisa Stordahl called the roll.

III. AUDIENCE RECOGNITION AND PUBLIC COMMENT

No one present wished to address the Board.

President Carr moved the Decennial Committee Meeting up to the top of the agenda. Roll was taken. Present were Bob Ben, Carrie Carr, Kristin Cunningham, Tim Grabacki, Jennifer Lucas, Jackie McGrath, Jan Miller, Anne Ordway, Lindsay Prigge as well as staff members Jason Pinshower and Lisa Stordahl.

Director Pinshower reviewed the updates to the Decennial Report with the committee. He emphasized information requested at the last Decennial Committee including concrete numbers that support our partnerships such as:

- IGA with Illinois Libraries Presents
 - over \$8,000.00 savings due to high profile speakers

- Book Bag Program to local teachers saves teachers and schools money
 - Fulfilled 534 School Loan Requests with 14,572 items to 30 schools/organizations
 - Pre-K = 311 bags, 9597 items, 15 schools/organizations
 - K-8 = 223 bags, 4975 items, 15 schools/organizations
- Barrington Volunteer Connection
 - Saves money for both ourselves and other organizations by finding volunteers
 - In the last year, 337 new users registered and 1,366 people responded to nonprofit volunteer opportunities
- Participation with Barrington Cultural Commission
 - Reduces redundancies in programs offered in our community
- Our programs are advertised in the newsletters of the Village of Barrington, Village of Deer Park
- Our programming departments provide ongoing outreach efforts to senior living facilities, schools, and other local events
 - FY 23: 164 outreach events with 8,623 participants

In July of 2023, we sent out a *BALibrary Efficiency and Satisfaction Survey* to 45 community partners.

We had a 42% response rate over the course of 3 weeks. Survey results were as follows:

- Partnership Satisfaction: 15 highly satisfied, 4 mostly satisfied
- Time/Money Savings: 15 stated that their partnership with the library saves them money, 4 stated no.
- Efficiency of Workflow: 13 rated us extremely efficient, 4 mostly efficient, 1 neutral, 1 not efficient at all
- Rate of Response: 15 said we respond within 24 hours, 4 chose 24-48 hours
 - Director Pinshower noted that this provides with an opportunity to improve by directing staff to always respond within 24 hours.

The majority of the comments/feedback we received were very positive in nature. One respondent wanted us to have more programs where children read to therapy animals.

The committee asked if we could follow up with some of the partners who did not follow through with the survey. Director Pinshower stated that he would do that.

Director Pinshower will work on finalizing the report and will likely hold the last Decennial Committee Meeting in the spring of 2024 based upon committee member availability.

At 7:33, President Carr made a motion to adjourn the Decennial Committee Meeting which was seconded by Trustee Prigge. All voted Aye. Mr. Ben and Mr. Grabacki left the meeting.

President Carr invited Mr. Shaun Kelly, of Engberg Anderson, to begin his presentation on the upcoming Phase II of the Interior Renovation Project. Mr. Kelly showed the latest renovation drawings to the trustees, answering questions along the way. Included in this renovation is the reconfiguration of the administration wing, a new Maker Lab, and a refresh of a small portion of the Youth Services area. He noted that we are combining the long-standing generator project with the upcoming interior renovations in order to save some money. He is hoping to get a cost estimate from Shales McNutt in about a week, which should allow us to go out for bids at the end of September. Construction would then begin in the winter months. Mr. Kelly left the meeting at 8:02 p.m. following the conclusion of his presentation.

IV. APPROVAL OF THE MINUTES

The minutes from the July 10, 2023 Regular Meeting were reviewed. There were no corrections. Treasurer Lucas made a motion to approve the meeting minutes as presented. Secretary Ordway seconded the motion.

Ayes: Carr, Cunningham, Lucas, McGrath, Miller, Ordway, Prigge
Nays: None
Abstain: None
Absent: None
Motion: CARRIED.

V. MISCELLANEOUS REPORTS / BUSINESS

President’s Report

President Carr congratulated Yue Shiao and Jason Pinshower on their milestone anniversaries celebrated in August. Yue has been with the library for 20 years, while Jason is celebrating 5 years this month.

President Carr recognized a donation from Quan Liu for \$50.00.

Treasurer’s Report

Treasurer Lucas presented the July Financial Statement. The beginning balance was \$12,690,490.38. Revenue received in July totaled \$315,267.68 with expenditures amounting to \$526,945.41; leaving an ending balance of \$12,478,812.65.

Treasurer Lucas informed the Board that Cook County property taxes will be collected late again this year, which means the library can expect the disbursements to be late as well.

President Carr moved to approve the financial report and bills for payment as presented. The motion was seconded by Trustee McGrath.

Ayes: Carr, Cunningham, Lucas, McGrath, Miller, Ordway, Prigge
Nays: None
Abstain: None
Absent: None
Motion: CARRIED.

Executive Director’s Report

Director Pinshower announced the hiring of Jason Katsion as our new Deputy Director. Mr. Katsion comes to us from the Fox River Valley Public Library District where he has served in multiple leadership roles over the past 25 years. He will start his tenure with the Barrington Area Library on September 11, 2023 and will attend all Board meetings.

Tovar, our snow removal service since 2016, let us know that they will not be continuing on with us as they are focusing on larger clients. We will be putting out a Request for Proposal to combine snow removal and

landscaping services in hopes that we can get more competitive pricing. Director Pinshower plans to have results to the Board for approval in September or October.

Director Pinshower will invite our tax attorney, Mr. Don Renner, to an upcoming Budget, Finance, and Levy Committee Meeting to present information on the library's levy process. All trustees are encouraged to attend. Director Pinshower will send out a doodle poll to ascertain trustee availability.

Fiscal Year 2023 statistics were presented to the Board. A few of the highlights were as follows:

- Program Attendance was 78,249 - up from 49, 010 in FY 2022, and 8,338 in 2019
- Maker Lab visits were 10,231 – up from 3,716 in FY22 and 5,698 in 2019
- 496 one-on-one appointments were offered this year, another record for our library
- Study Room use for FY23 was 9,199, up from 4,897 in FY22, and 8,338 in 2019
- Library visits were 208,915 in FY23 vs. 158,620 in FY22
- Program attendance was 78,249 in FY23 vs. 49,010 in FY22
- FY23 circulation was 759,285 vs. 630,331 in FY22

VI. REPORTS OF COMMITTEES

Audit Committee:

The Audit Committee met on August 1, 2023 to complete the FY22-23 Secretary's Audit. All required documents were present and in order.

Long Range Planning Committee:

Secretary Ordway noted that the Long Range Planning Committee met earlier today to interview Hitchcock Design Group and will meet tomorrow to interview Site Design regarding the Outdoor Space Master Plan.

Decennial Committee:

Moved to the top of the meeting agenda/minutes

VII. OLD BUSINESS

Shaun Kelly's Interior Renovation Presentation- moved toward the top of the agenda/minutes

Director Pinshower gave an update on the most recent library appraisal done by MaRous. After reviewing both the IDOT appraisal and the MaRous Appraisal, the following concerns were raised:

- The MaRous appraisal came in \$429,000 more than the IDOT appraisal
- Concerns with the take for the temporary easement
 - Storm water detention problems (biggest concern)
 - Loss of mature trees
- Loss of our monument sign – can we get a digital sign?

VIII. NEW BUSINESS

The Board reviewed the Fiscal Year 2023 Illinois Public Library Annual Report.

President Carr made a motion to approve the Fiscal Year 2023 IPLAR Report and authorize the Executive Director to electronically sign on the Board's behalf. The motion was seconded by Secretary Miller.

Ayes: Carr, Cunningham, Lucas, McGrath, Miller, Ordway, Prigge

Nays: None

Abstain: None
Absent: None
Motion: CARRIED.

The Board discussed the IDOT offer taking into account the information they learned from the MaRous Independent Appraisal.

The Trustees would like to work cooperatively with the Village and IDOT for a successful project, however a few members have some concerns that they would like to have addressed including storm water detention, particularly as it relates to the parking lot, loss of trees, library signage, and the difference in appraisal amounts. Director Pinshower was directed to reach out to the library's attorney to have him send a letter to the Village and IDOT listing the Board's concerns.

A motion to move forward with the exploration of a counter offer to IDOT was made by President Carr and seconded by Trustee McGrath.

Ayes: Carr, Cunningham, Lucas, McGrath, Miller, Ordway, Prigge
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 President Carr and seconded by Secretary Ordway. All voted aye. **Motion carried.**

The meeting was adjourned at 8:41 p.m.

/s/ Anne Ordway

Secretary