

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 June 10, 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 June 7, 2019.

Present and acting as trustees were:

Don Minner, President
Carolyn Welch Clifford, Vice President
Carrie F. Carr, Treasurer
Denise Tenyer, Secretary
Jan Miller
Denise Peters

Absent was:

Bill Pizzi

Also in attendance were:

Jesse Henning, Executive Director
Dan Miller, Barrington Resident
Jason Pinshower, Head of Adult Services
Cheryl Riendeau, Finance Manager
Tom Sawyer, Sawyer-Falduto Asset Management, LLC
Lisa Stordahl, Office Manager

I. CALL TO ORDER

President Minner called the meeting to order at 7:00 p.m. Ms. Carr, Ms. Clifford, and Ms. Miller were administered the Oath of Office due to their recent reelection/election to the board.

II. ROLL CALL

Lisa Stordahl called the roll.

III. AUDIENCE RECOGNITION AND PUBLIC COMMENT

No public comments were made.

Mr. Pinshower, Head of Adult Services, presented information on this year's Summer Reading program, noting that adult participation has greatly increased this year. As in past years, the library is happy to partner with Barrington Bank and Trust, who will generously donate \$500.00 to both the Cuba Township and Barrington Township Food Pantries once our community of readers reaches a collective 500,000 points. This is equivalent to 25,000 books or 500,000 minutes read.

President Minner invited Mr. Tom Sawyer, Sawyer-Falduto Asset Management, LLC, to address the board. Mr. Sawyer reviewed the library's investment portfolio and answered questions from the board.

IV. APPROVAL OF THE MINUTES

The minutes from the May 13, 2019 Regular Meeting and the May 13, 2019 Personnel Committee were reviewed. President Minner asked if there were any questions or corrections to the minutes of the Regular Meeting of May 13. There were none. A motion to approve the Regular Meeting minutes was made by Ms. Carr and seconded by Ms. Peters.

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

President Minner asked if there were any questions or corrections to the minutes of the Personnel Committee Meeting of May 13, 2019. There were none. Ms. Clifford moved to approve the minutes of the Personnel Committee Meeting. Ms. Tenyer seconded the motion. **The motion passed unanimously.**

The Executive Session Minutes of the Personnel Committee Meetings of April 8, 2019 and May 13, 2019 were passed to each board member for review.

President Minner asked if there any questions or corrections to the Executive Session Minutes of April 8, 2019. Ms. Clifford asked that a citation error be corrected. A motion to approve the corrected minutes was made by Ms. Clifford and seconded by Ms. Tenyer.

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

President Minner asked if there were any questions or corrections to the Executive Session Minutes of May 13, 2019. Ms. Clifford noted the same citation error and asked that it be corrected. President Minner made a motion to approve the corrected minutes. Ms. Clifford seconded the motion.

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

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

The organization of the board was the next order of business. Ms. Clifford nominated Mr. Minner to continue as President of the Board. There were no other nominations for this position.

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

President Minner nominated Ms. Clifford as Vice President of the Board. There were no other nominations.

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

President Minner nominated Ms. Carr to be Treasurer of the Board. No other nominations were made for this position.

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

Ms. Clifford nominated Ms. Tenyer as Secretary of the Board. There were no other nominations for this position.

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

Committee assignments were reviewed and will be as follows:

Audit Committee: D. Peters (Chair), Jan Miller

Budget, Finance, & Levy: C. Carr (Chair), C. Clifford, B. Pizzi, D. Tenyer

Long Range Planning: D. Minner (Chair), J. Miller, D. Peters, D. Tenyer

Personnel: C. Clifford (Chair), C. Carr, D. Minner, B. Pizzi, D. Tenyer

Policy: B. Pizzi (Chair), C. Carr, C. Clifford, J. Miller, D. Tenyer

Treasurer’s Report

Ms. Carr presented the Treasurer’s report. Beginning balance was \$8,545,802.95 with receipts of \$129,032.03 and expenditures of \$653,111.59; leaving an ending balance of \$8,021,723.39. Eleven months into the fiscal year, revenues are 81.49% of anticipated and expenditures are 80.08% of the budget.

Ms. Carr moved to approve the Treasurer’s Report and bills for payment as presented. President Minner seconded the motion.

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

Executive Director’s Report

Director Henning gave an update on the process of Annexation of the AT&T property. More information will follow at the July meeting.

It was noted that library outreach contacts skyrocketed this month as Youth Services visited nearly every elementary classroom in the library district to promote summer reading. Finals Café was also a big hit with the high school students who used the library to prepare for their final exams. Snacks and drinks were provided by Adult Services to help the students stay fueled for their long hours of test preparation.

The library will be participating in Barrington’s upcoming Fourth of July parade. Director Henning asked if any board members would like to participate. Ms. Miller said that she would be happy to do it.

In building news, our upper parking lot permit was approved by the village of Barrington. Work will begin in the Spring of 2020.

VI. REPORTS OF COMMITTEES

Ms. Clifford reported on the Personnel Committee Meeting that was held in May. The Board has been very happy with Director Henning’s leadership at the library. Ms. Clifford, on behalf of the personnel committee, moved to give Director Henning a salary increase of 3 percent, which will become effective in July of 2019.

Ayes: Carr, Clifford, Miller, Minner, Peters, Tenyer
Nays: None
Abstain: None

Absent: Pizzi
Motion: CARRIED.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Director Henning presented Ordinance 2019-1, the Schedule of Regular Meetings of the Board of Library Trustees for the Fiscal Year July 1, 2019 to June 30, 2020. President Minner moved, and Ms. Peters seconded, to adopt Ordinance 2019-1 as presented.

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

Resolution 2019-3, the Annual Resolution Authorizing Public Library District Non-Resident Cards was reviewed. Ms. Carr moved, and Ms. Clifford seconded, to adopt Resolution 2019-3 as presented.

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

The board looked over the PressReader Products and Service Agreement. President Minner moved to authorize the Executive Director to sign the Service Agreement on the board's behalf. Ms. Tenyer seconded the motion.

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

A date for the Audit Committee to meet and review all the documents relevant to Fiscal Year 2018-2019 has been set for Tuesday, July 9, 2019 at 4:00 p.m.

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

Director Henning presented Policy 11.1 Credit Card Use Policy for the board's consideration. If approved, this policy will join the public policy manual. President Minner made a motion to approve Policy 11.1 as presented. Ms. Carr seconded the motion.

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

IX. GENERAL INFORMATION

A customer letter was read praising library staff members Lauren Kelly, Kate Mills, and Ashley Sero for their help on a project. The customer needed help scanning old photos and creating an iMovie for a memorial service. The three staff members were described as going above and beyond and helped the customer create a very meaningful project.

The board commented on how great the Library Ads look at the Arboretum. They also mentioned how much they appreciate the work the garden clubs do to help make the library grounds look so beautiful.

VI: ADJOURNMENT

There being no further business, a motion to adjourn the meeting was made by President Minner and seconded by Ms. Clifford. All voted aye. **The motion passed unanimously.**

The meeting adjourned at 8:55 p.m.

[Redacted signature]

Secretary