

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 March 9, 2020, at 7:01 p.m. in the Zimmerman Room of the Barrington Area Library pursuant to notices sent to the Board and the press on March 6, 2020.

Present and acting as trustees were:

Donald Minner, President
Carolyn Welch Clifford, Vice President
Carrie F. Carr, Treasurer
Denise Tenyer, Secretary
William Pizzi

Absent were:

Denise Devereux-Peters
Jan Miller

Also in attendance were:

Jesse Henning, Executive Director
Cheryl Riendeau, Finance Manager
Lisa Stordahl, Office Manager

I. CALL TO ORDER

President Minner called the meeting to order at 7:01 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 Board reviewed the minutes from the February 10, 2020 Regular Meeting. There were no additions or corrections. Secretary Tenyer made a motion to approve the minutes as presented. President Minner seconded the motion. The motion passed unanimously.

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

President Minner shared a letter he received from Illinois Congressman, Raja Krishnamoorthi, congratulating the library on receiving a four-star ranking in the annual Star Libraries Report.

President Minner announced that Denise Devereux-Peters had resigned her seat on the Library Board of Trustees effective immediately. The process of finding a replacement will begin soon.

Treasurer's Report

Treasurer Carr presented the Treasurer's report. Beginning balance was \$8,712,687.35, with receipts of \$459,892.36 and expenditures of \$427,164.75; leaving an ending balance of \$8,745,414.96. Eight months into the fiscal year, revenues are 57.97% of anticipated, and expenditures are 52.84% of the budget. Treasurer Carr moved to approve the Treasurer's Report and bills for payment as presented. Mr. Pizzi seconded the motion.

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

Executive Director's Report

In administrative news, Director Henning praised Ms. Riendeau's successful efforts in getting the insurance claim approved in the MyPayrollHR fraud case, making the Library District whole. He also informed the Board that the Library District is now officially aligned as a plaintiff in the CUSD 300 lawsuit. Internally, the new Public Policy Manual is in place, and the staff has been trained on the implementation of the Customer Code of Conduct and other public policies.

The Spring Newsletter is out to the public, and the library is looking forward to hosting Barrington High School's "Arrivals and Departures" art show in May.

February was a busy month for Director Henning in the community. He hosted the North Suburban Library Directors' Meeting and attended the ILA Legislative Breakfast, where he shared the District's new Constituent Service Policy. He noted that it was a great event and encouraged the Board to attend if possible next year. In addition, he was present at the CUSD 220 Open House at Grove Avenue Elementary and the Village Comprehensive Plan Meeting at The Garlands. He also participated in the Healthier Coalition meeting at Advocate Good Shepherd.

The Board was reminded that they should expect an email with a link to harassment and cybersecurity training soon and that email forwarding will be discontinued after the April Board meeting. Trustees are encouraged to bring their devices to the next regular meeting, and our IT staff will help them get the Outlook app set up so that they can safely access their library email going forward.

Director Henning shared that extra precautions have been taken to help combat the spread of the Covid-19 virus, including the following:

- Adding disinfecting wipe stations throughout the building
- Adding additional hand sanitizer dispensers throughout the building
- Following CDC Guidelines
- Additional wiping down of surfaces that are frequently touched by staff and customers

In addition, the library's management team is working on a plan to turn off pieces of service, should it become necessary, to help slow the spread of the virus. Removing high touch items from the YS Department and canceling largely attended programs are two examples of reducing service, while still staying open to the public.

Lastly, Director Henning informed the Board that the management staff is in the preliminary stages of planning for the FY21 budget cycle. He discussed a few items that could put pressure on the budget moving forward, including the Facilities Master Plan, Minimum Wage Salary Implementation, and the Capital Replacement Plan.

VI. REPORTS OF COMMITTEES

Vice President Clifford proposed that a Personnel Committee Meeting take place at 6:00 p.m. prior to the start of the next Regular Board Meeting on April 13, 2020. The focus of the meeting will be to review Director Henning’s work over the past year and make a benefit and salary recommendation to the full Board in May. Director Henning was asked to prepare a narrative of his previous year’s accomplishments. All members of the Board were invited to take part in this committee meeting.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Director Henning presented a case to move the library toward a fine-free policy and asked the Board to allow the management staff to begin the work of drafting an amendment to the Library Resource Borrowing Policy. The Board urged that customers be given information on how this new policy will work so that they understand that fine-free does not mean that items need not be returned. Director Henning assured the Board that this process would take quite a few months, and our Public Information Manager would do an excellent job of informing and preparing the public on how the new policy will work. President Minner made a motion to direct the Policy Committee to take up amending the Library Resource Borrowing Policy. Secretary Tenyer seconded the motion.

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

IX. GENERAL INFORMATION

VI: ADJOURNMENT

There being no further business, Treasurer Carr moved, and Vice President Clifford seconded to adjourn the meeting. The motion passed unanimously.

The meeting adjourned at 8:24 p.m.

Denise Tenyer

Secretary