

MINUTES OF A PUBLIC HEARING & REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
OF THE BARRINGTON PUBLIC LIBRARY DISTRICT

A Public Hearing and Regular Meeting of the Board of Library Trustees was held on September 11, 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 September 8, 2023.

Present and acting as trustees were:

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

Absent:

None

Public in Attendance:

Manasyu Chaudhari
Jonathan Curbelo
Srini Jagannath
Harv Nagaoka
Rachel Tuerck
Sophie Wischmeyer

Staff in Attendance:

Jason Katsion
Tom Nielson
Jason Pinshower
Lisa Stordahl

I. CALL TO ORDER

President Carr called the Public Hearing and Regular 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 everyone to the meeting. No one present wished to address the Board.

IV. APPROVAL OF THE MINUTES

The minutes from the August 14, 2023 Regular Meeting were reviewed. President Carr asked if there were any questions or corrections to the minutes. There were none. A motion to approve the August 14th Regular Meeting minutes was made by Treasurer Lucas and seconded by Secretary Ordway.

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

The minutes from the August 14th Long Range Planning Committee Meeting were reviewed. There were no questions or corrections to the minutes. A motion to approve the August 14th Long Range Planning Committee Minutes was made by Trustee Cunningham and seconded by Secretary Ordway.

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

The minutes from the August 15th Long Range Planning Committee Meeting were reviewed. There were no questions or corrections to the minutes. A motion to approve the August 15th Long Range Planning Committee Minutes was made by Vice President Miller and seconded by Trustee Prigge.

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 began her report with a review of the roles and responsibilities of Library Trustees:

- Hire and oversee the Executive Director
- Approve library policies
- Approve and oversee the library's budget
- Be an advocate for the library

She reminded the trustees that Jason is always available by email or phone call should they have questions or concerns about the library.

The Board recognized two staff members celebrating milestone anniversaries with the library:

- Cap Menes, 10 years in Material Services
- Nalini Jayaraman, 20 years in Customer Service

President Carr thanked the Signal Hill Chapter of the DAR for their generous in-kind donation of native seeds amounting to \$2,967.84 for next year's Seed Library, and Ms. Rita Roche for her donation of \$20.00.

Treasurer's Report

Treasurer Lucas presented the Treasurer's report. The beginning balance was \$12,478,187.70. Revenue received in August was \$176,964.83, and expenditures totaled \$601,934.68. This leaves an ending balance of \$12,053,217.85.

Treasurer Lucas noted that the ending July balance does not match the beginning August balance due to a few transactions that were posted before the July books were closed. Treasurer Lucas moved to approve the Treasurer's Report and bills for payment as presented. Trustee Prigge seconded the motion.

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

Nays: None

Abstain: None

Absent: None

Motion: CARRIED.

Executive Director's Report

Director Pinshower updated the Board on current projects such as buckthorn removal and maintenance, and the replacement of our main drive up return box. The lockers are delayed due to an electrical issue that we are currently working on.

The Village has begun a three month project to repair and paint the water tower located on the library's easement. While they have blocked a portion of our upper parking lot to work on the project, they have asked that any customer complaints regarding water or paint damage be reported to them.

Our new Finance Manager, Lauren Rosenthal, will be starting with us on September 29th. Lauren comes to us from the Ela Public Library where she currently serves as the Executive Director. She is looking forward to starting her new role at the Barrington Area Library.

Director Pinshower attended the Village Center Tax Increment Financing (TIF) Joint Review Board Meeting. The TIF is being formally terminated and the EAV for that area has increased to \$39,265,440 from \$27,159,645. We will be able to levy for those funds next year. This particular TIF has been in place since 2000, and we have not received any property tax dollars from it for the past 23 years.

Director Pinshower reminded the Trustees that we will be having a Special Meeting on September 18th at 7 PM. IDOT and the Village will be present to address concerns related to the MaRous memo. The Library's attorney, Ken Friker, will be present as well.

VI. REPORTS OF COMMITTEES

Secretary Ordway stated that the Long Range Planning Committee met on August 14th, August 15th, and September 11th. The committee, which includes all Trustees, have asked Director Pinshower to reach out to Hitchcock Design for a proposal on our outdoor space.

Treasurer Lucas reported that the Budget, Finance, and Levy Committee met on September 6th. The Library's Tax Attorney, Mr. Don Renner, was present to give an informational presentation on the annual budget, levy, and tax extension process. He also explained the Building and Maintenance Levy that the Board will be voting on at the next Regular Meeting. The next Budget, finance and Levy Committee Meeting will be held on October 9th at 6 PM, prior to the start of the Regular Meeting.

VII. OLD BUSINESS

VIII. NEW BUSINESS

Director Pinshower presented the Budget and Appropriations Ordinance to the Trustees noting two small changes from the Tentative B & A that was adopted in June. The Estimate of Revenues was changed to remove the Sears EDA money that we will not be receiving this year, and the balance on hand was changed from the preliminary number of June to the official number at the close of the fiscal year. Director Pinshower answered a few questions from Trustees about specific budget lines, including the lines for Technology, Hardware and Software, and Electronic Information.

Treasurer Lucas made a motion to adopt Ordinance 2023-3, an Ordinance providing for Budget and Appropriations of Barrington Public Library District, Cook, Kane, Lake, and McHenry Counties, Illinois for the fiscal year beginning July 1, 2023 and ending June 30, 2024. President Carr seconded the motion.

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

Ordinance 2023-4 was discussed next. Director Pinshower noted that the money levied for this goes into a restricted fund to use only for building maintenance. This gets rolled up in our November levy and is not an additional tax. Trustee Prigge made a motion, seconded by Trustee Cunningham, to adopt Ordinance 2023-4, an ordinance authorizing a levy of 0.02% for Building Maintenance and Repairs.

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

Resolution 2023-4 was presented. Director Pinshower explained that this is an annual resolution adopted by the Board to move money into the Special Reserve Fund to cover the costs of upcoming capital projects. This year's projects will include the conclusion of the generator project, the Administration and Maker Lab interior renovations, and gutter replacement. Although the projects will begin in this fiscal year, they will most likely not be finished until early in FY25, so some of the money will sit in the Reserve Fund until the conclusion of the projects when the payments are due.

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

Director Pinshower presented a proposal for a pay grade change for the Finance Manager Position. The change would move the position from Grade 10 to Grade 11 on our current Pay Grade Table. This position needs someone with a background in Governmental Accounting, which is a highly specific skill-set. Through this process we have learned that there is a shortage of people with Government Finance experience, and we are competing with not just other libraries, but with villages and school districts as well. Director Pinshower feels this change is a good response to the current market and the hiring climate.

Trustee Cunningham asked if the person we hired is a CPA. Director Pinshower noted that she is not, but she does have the experience to do the job well as it was her job before she became the Director of the Ela Library. Trustee Cunningham raised a concern that other positions may request a bump up on the paygrade table. Director Pinshower does not believe that will be a problem.

President Carr made a motion to approve the pay grade change for the Finance Manager from grade 10 to Grade 11. The motion was seconded by Trustee McGrath.

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

Resolution 2023-5 was discussed. This would allow for LIMRiCC, the company that provides our unemployment insurance, to make administrative amendments to the IGA. Treasurer Lucas made a motion to approve Resolution 2023-5, a Resolution to allow for Administrative Amendments to the LIMRiCC IGA. The motion was seconded by Vice President Miller.

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

A motion to approve Resolution 2023-6, a Resolution to allow for substantive amendments to the LIMRiCC IGA was made by President Carr, and seconded by Trustee Prigge.

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

Tom Nielsen, the Library's IT Manager, asked the Board to consider the Server Replacement Proposal. Mr. Nielsen explained that Dell recommends that the server be replaced after five years. This will be an upgrade and will cover the cost of installation and migration. The old server will be decommissioned and then destroyed and recycled for data security reasons.

Trustee Ordway asked if we could keep the current server one additional year. Mr. Nielsen explained that the items in our technology, hardware, and software budget are on a five year replacement cycle to keep that budget line stable each year.

Vice President Miller made a motion, seconded by Trustee Prigge, to approve the Server Proposal from CDW-G in an amount not to exceed \$332,249.55, and to authorize the Executive Director to sign the contract on the Board's behalf.

Director Pinshower presented the Landscape and Snow Removal Proposals that he received and recommended that the Board award both contracts to Apex as they were the lowest bidders to meet all of our proposal requirements.

Secretary Ordway made a motion to authorize the Executive Director to sign a contract for Landscape Maintenance with Apex Landscaping for the initial amount of \$33,311.00, with the understanding that prices are subject to change based on fuel costs and minimum wage increases set forth in the contract. The motion was seconded by Trustee McGrath.

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

Treasurer Lucas moved to authorize the Executive Director to sign a contract with Apex Landscaping for snow removal. Trustee Ordway seconded the motion.

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

Treasurer Lucas asked that Director Pinshower reach out to APEX to be sure that they use safe salt practices.

IX. GENERAL INFORMATION

VI: ADJOURNMENT

There being no further business, President Carr moved to adjourn the meeting. Vice President Miller seconded the motion. All voted aye. The motion carried.

The meeting adjourned at 7:46 p.m.

/s/ Anne Ordway

Secretary