

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 December 10, 2018, 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 December 7, 2018.

Present and acting as trustees were:

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

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 7:00pm.

**II. ROLL CALL**

Lisa Stordahl called the roll.

**III. AUDIENCE RECOGNITION AND PUBLIC COMMENT**

No members of the public not on the agenda were present.

**IV. APPROVAL OF THE MINUTES**

A motion to approve the minutes of the November 12, 2018 Board Meeting was made by President Minner, seconded by Ms. Tenyer.

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

**V. MISCELLANEOUS REPORTS / BUSINESS**

**President’s Report**

**Treasurer’s Report**

Treasurer Carr invited Ms. Riendeau, BAL’s new Finance Manager, to address the questions the board had regarding the October Financial Report. Ms. Riendeau explained that the adjustments to the expenditures line was related to the charges that the library incurs on a monthly basis for things such as payroll processing, voided checks, and credit card fees. During the time that we had an interim business manager on site, corrections that had been made were being backdated. However, going forward Ms. Riendeau will make the corrections needed to be more transparent which will aid in the audit process.

A motion to approve the October Financial Statement was made by Ms. Carr, seconded by Ms. Peters.

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

The board reviewed November’s financial documents. A motion to approve the November Financial Statement and bills for payment was made by Ms. Carr, seconded by Mr. Pizzi.

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

**Executive Director’s Report**

Director Henning is nearly finished with his one-on-one meetings with staff. He attended meetings with the Village of Lake Barrington, the Barrington Park District, Barrington Township, and Quintessential Barrington.

Director Henning wished to thank the Board for their support of the annual staff in-service day which was held last week on Thursday, December 6. This year’s training focused on giving great customer service and was provided by ZingTrain. The training provided an opportunity for us to evaluate the service we provide, empower staff, and investigate ways to provide training to new staff.

Director Henning reported that we are in the final stages of finishing the lower parking lot construction project. The village will be here this week for their final approval and Engberg Anderson, our architect, will be on site Thursday morning to create a final punch list.

The library recently purchased a new laser cutter and it is getting a lot of use. Mike and Lauren, our Digital Services Team, have been keeping busy using it to help our customers to create personalized and meaningful gifts for their friends and family. A favorite project of many patrons has been to use the laser cutter to etch glassware.

Director Henning discussed the November 26<sup>th</sup> snowstorm and the opportunity it created for the library to serve the community, as the library served as a temporary refuge for many local residents who were without power and/or internet.

Director Henning shared the 2018 Annual Report and announced that it will soon be available on our website. He noted that the library continues to be the premier meeting space venue in the community and averages over 900 visitors per day. President Minner, and the Board, suggested printed copies of the report also be made available.

In New Business, Director Henning asked the board to consider selling an old landscape tractor owned by the library. The tractor, appraised at \$950.00, was not in working condition and was no longer used or needed by the library. A motion to sell the tractor for \$950.00 was made by Ms. Clifford, seconded by Ms. Carr.

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

The board reviewed a standard contract with Engberg Anderson. President Minner moved to approve the contract with Engberg Anderson pending the correction of scrivener's errors. Ms. Pintozzi seconded the motion.

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

The board reviewed a standard contract with Shales McNutt. President Minner moved to approve the contract with Shales McNutt. Ms. Pintozzi seconded the motion.

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

The board reviewed the Amendment to Professional Services Agreement with Engberg Anderson. This would oversee a few projects including adding doors to the study alcoves in the Business/Tech center and adding ambient air circulation in the MakerLab. President Minner moved to approve the Amendment to Professional Services Agreement with Engberg Anderson. Ms. Tenyer seconded the motion.

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

Director Henning thanked the Board for fulfilling the Trustee requirements for the Illinois Per Capita Grant, and noted that it is ready for submittal pending the board's approval. A motion to approve and submit the Per Capita Grant was made by Ms. Carr, seconded by Ms. Peters.

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

**VI: ADJOURNMENT**

There being no further business, Ms. Tenyer moved, and Ms. Clifford seconded to adjourn the meeting.

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

The meeting adjourned at 7:44 p.m.

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Secretary