

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 10, 2020, at 7:00 p.m. Due to health and safety concerns related to the COVID-19 virus, this meeting was held via videoconference/conference call pursuant to 5 ILCS 120/7(e) in accordance with the July 24, 2020 Gubernatorial Disaster Proclamation for the State of Illinois. Notice of this meeting was sent to the board and the press on August 7, 2020.

Present and acting as trustees were:

Donald Minner, President
Carolyn Welch Clifford, Vice President
Carrie F. Carr, Treasurer
Denise Tenyer, Secretary
Jennifer Lucas, Trustee
Jan Miller, Trustee
William Pizzi, Trustee

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 7:02 p.m.

II. ROLL CALL

Lisa Stordahl called the roll.

III. AUDIENCE RECOGNITION AND PUBLIC COMMENT

There were no members of the public present.

IV. APPROVAL OF THE MINUTES

The minutes from the July 13, 2020, Regular Meeting were reviewed. President Minner asked if there were any questions or corrections to be made. There were none. A motion to approve the Regular Meeting minutes was made by President Minner and seconded by Trustee Pizzi.

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

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

President Minner announced the retirements of longtime staff members Fanny Liu and Nancy Nash. The board is appreciative of their long tenure and wishes them well in their retirement.

President Minner asked Director Henning to commend staff on their hard work preparing for the reopening, and that the new “Browse and Borrow” layout looks great and is very organized. He also noted that Karen McBride, the library’s Public Information Manager, is doing an excellent job with social media and that her Instagram posts are knocking it out of the park. Trustee Pizzi noted that the mask signage at the library’s entrance is the best he has seen anywhere.

Treasurer’s Report

Treasurer Carr presented the Treasurer’s report. The beginning balance was \$9,153,135.69 with receipts of \$835,249.70 and expenditures of \$502,399.07; leaving an ending balance of \$9,485,986.32. One month into the new fiscal year, revenues were 10.63% of anticipated and expenditures were 6.25% of the budget. Treasurer Carr moved to approve the Treasurer’s Report and bills for payment as presented. Secretary Tenyer seconded the motion.

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

Executive Director’s Report

Director Henning informed the board that under guidance of Klein, Thorpe, and Jenkins, the library district has verified the Fourth Amended Complaint in the case against the Village of Hoffman Estates and Sears Holdings. The goal is to dissolve the Sears EDA and have the tax increments held redistributed to the taxing districts. Sears Holdings and the Village will likely settle, which would route some of the funds from the EDA to both of those bodies.

Parking Lot Pick-Up numbers have declined substantially with the reopening of the library on July 27. The new Browse and Borrow model is working well with customers coming in to browse and pick up items. The maximum number of customers in the building was 60, which is 38% of our maximum capacity under the Illinois Department of Public Health Guidelines. It was noted that customers are being more efficient with their visits and stocking up when they come.

The Management Team has worked to revise the Pandemic Reopening Plan guided by customer feedback within the first weeks of reopening, resulting in a general timeline of when and which services will be restored in the coming months. Reopening will continue in the following stages as long as Region 9 stays in Phase 4 and is not under any mitigation steps.

- Service to Remote pickup lockers and community book drops will be restored September 1.
- The library’s Business/Technology Center should reopen mid-September.
 - Study Rooms and business cubicles will be made available for reservation at reduced occupancy.
 - A limited number of computer stations will be made available for reservations of fixed duration.
 - MakerLab in-person services will resume by appointment only.

- The Study Rooms on the second floor may be made available for reservation at reduced occupancy after a review of the Study Room reopening in Business/Technology
- Public worktables and chairs will return at 25% capacity following the second floor study rooms and an assessment of customer demand.
- Meeting Room reservations will return after all of the above can be safely achieved.

It was noted that in-person programming and the Youth Services play equipment, toys, and manipulatives will likely not return until Phase 5.

The board expressed some concerns regarding the reopening of study rooms. Director Henning said the new model will look much different than in the past. Reopened rooms will allow less people and will be set for specific times so that cleaning can occur between visits.

VI. REPORTS OF COMMITTEES

Trustees Miller and Pizzi have completed the annual Secretary’s Audit and found that all of the necessary documents and records for the past fiscal year were in order.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

Director Henning presented information from the 2019/2020 IPLAR Report. Each year, all public libraries in Illinois must submit the requested statistics to the Illinois State Library, who in turn use the data to participate in the national Public Library Survey for the Institute of Museum and Library Services. The IPLAR Report provides an annual snapshot of our library’s collections, space, programs and technology.

After reviewing the information and statistics presented in the IPLAR Report, Treasurer Carr made a motion to authorize Director Henning to submit the 2019-2020 IPLAR Report to the Illinois State Library. Vice President Clifford seconded the motion.

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

Director Henning presented the COVID-19 Relief Fund Intergovernmental Agreement with Lake County for the board to consider. This IGA will help the library recoup some of the costs associated with necessary expenditures incurred due to the public health emergency with response to the Corona Virus Disease. President Minner made a motion to approve the COVID-19 Relief Fund Intergovernmental Agreement with Lake County, which was seconded by Trustee Lucas.

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

IX. GENERAL INFORMATION

VI: ADJOURNMENT

There being no further business, Trustee Miller moved to adjourn the meeting. Treasurer Carr seconded the motion.

Ayes: Carr, Clifford, Lucas, Miller, Minner, Pizzi, Tenyer

Nays: None

Abstain: None

Absent: None

Motion: CARRIED.

The meeting adjourned at 8:05 p.m.

/s/ Denise Tenyer

Secretary