

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 July 11, 2022, 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 July 8, 2022.

Present and acting as trustees:

Jennifer Lucas
Don Minner
Jan Miller
Denise Tenyer

Absent:

Carrie Carr
Anne Ordway
Bill Pizzi

Also in attendance:

Kelly Dittmann
Michele Stephen
Rachel Tuerck

Staff in Attendance:

Karen McBride, Public Information Manager
Jason Pinshower, Head of Operations
Vicki Rakowski, Executive Director
Cheryl Riendeau, Finance Manager (outgoing)
Lisa Stordahl, Office Manager
Barb Wurster, Finance Manager (incoming)

I. CALL TO ORDER

Vice President Minner called the meeting to order at 7:00 p.m.

II. ROLL CALL

Lisa Stordahl called the roll.

III. AUDIENCE RECOGNITION AND PUBLIC COMMENT

Vice President Minner welcomed the guests to the meeting. Rachel Tuerck wished to address the Board and expressed her gratitude for the library. She complimented the library's programming and conveyed her appreciation for the library defending the right to read.

IV. APPROVAL OF THE MINUTES

The minutes from the June 13, 2022 Regular Meeting were reviewed. Vice President Minner asked if there were any questions or corrections to the minutes as presented. There were

none. A motion to approve the Regular Meeting and Special Meeting minutes was made by Vice President Minner and seconded by Trustee Tenyer.

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

The June 13, 2022 Budget, Finance, and Levy minutes were reviewed. There were no corrections. Vice President Minner made a motion to approve the June 13th Budget Committee minutes as presented. Treasurer Lucas seconded the motion.

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

The semi-annual review of the Executive Session Minutes was next on the agenda. The Board reviewed the Executive Session minutes from May 9, 2022. Trustee Tenyer made a motion to release the minutes for public viewing. Vice President Minner seconded the motion.

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

Vice President Minner moved to approve the destruction of the audio recording from the January 11, 2021 executive session meeting. The meeting had been previously approved for release by the board and had met the legal retention requirement. Secretary Miller seconded the motion.

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

Vice President Minner moved to approve the destruction all virtual meeting recordings through January 11, 2021 for which minutes had been approved. Treasurer Lucas seconded the motion.

Ayes: Lucas, Miller, Minner, Tenyer
Nays: None
Abstain: None

Absent: Carr, Ordway, Pizzi

Motion: CARRIED.

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

Vice President Minner congratulated Danielle Golding on her 5 year anniversary with the Library. Cheryl Riendeau, the library's outgoing Finance Manager, was thanked for her 15 years of outstanding service. The Board wishes her well in her retirement.

Donations to the library were recognized. The Board thanks the Advocate Good Shepherd Hospital ER Department for their donation in honor of their volunteer Pete Sesing. The Board also appreciates the donation from Margaret Carlson, in honor of Joyce Carlson's 90th birthday.

Treasurer's Report

Treasurer Lucas presented the Treasurer's report. The beginning balance was \$11,005,030.09 with receipts of \$1,632,075.30 and expenditures of \$926,740.91; leaving an ending balance of \$11,710,364.48. Excluding Capital Asset Expenditures, 91% of the working budget was spent during the fiscal year. The money not spent in the Capital Asset line was due to supply chain issues which pushed back the interior renovation project. This project is now set to begin in mid-August and will be paid for with the money carried over from that budget line.

Treasurer Lucas moved to approve the Treasurer's Report and bills for payment as presented. Secretary Miller seconded the motion.

Ayes: Lucas, Miller, Minner, Tenyer

Nays: None

Abstain: None

Absent: Carr, Ordway, Pizzi

Motion: CARRIED.

Executive Director's Report

Director Rakowski noted that the Job Description project has been completed in preparation for the salary benchmarking survey. Work on benchmarking should be complete in the late summer or early fall, and will help the library ensure we are appropriately compensating staff and keep us a competitive employer.

Dr. Hunt recently toured the library and offered some great opportunities to collaborate with the district and help support teachers and students.

Auto renewals were turned on at the beginning of July and we are already receiving positive feedback about the initiative.

Director Rakowski shared the letter from the Illinois State Library regarding the annual Per Capita Grant. This year the library will receive \$66,906.00 which will be used to help pay for the library's electronic database subscriptions.

VI. REPORTS OF COMMITTEES

VII. OLD BUSINESS

Director Rakowski shared an edit to the PTO Policy that the Board approved at the June 13th Regular Meeting. This edit added additional text to the policy that stated that employees must be scheduled for a minimum of five hours per week to be eligible for vacation and sick PTO.

Vice President Minner made a motion to approve the edit to the PTO Policy as presented. Secretary Miller seconded the motion.

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

VIII. NEW BUSINESS

Karen McBride, the Library's Public Information Manager, presented the new Logo to the trustees. Ms. McBride stated that brand confusion and difficulty in working with the current logo lead the library to begin looking for something new. The aim was to find something friendly, clean, elegant, fresh, and familiar. The new logo will keep the distinctive lowercase "b", while increasing the visibility of the wording "Barrington Area Library". The rollout of the new logo should be complete by the end of the calendar year, and will culminate with a community art project. The trustees were thrilled with the new design and thanked Ms. McBride for her hard work.

The Board discussed The Engberg Anderson Agreement for Additional Services to the Public Space Renovation. This agreement will cover the architectural drawings to install sanitary napkin dispensers in the three women's restrooms at the Library. The Board asked that the architect look carefully at cost and find the most cost effective way to complete the project.

Vice President Minner moved to approve the agreement from Engberg Anderson for additional services to the Public Space Renovation in an amount not to exceed \$1000, and to authorize the Executive Director to sign on the Board's behalf. Secretary Miller seconded the motion.

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

IX. GENERAL INFORMATION

Treasurer Lucas, in response to earlier public comment, wished to let the audience know that the Board had recently reviewed the American Library Association’s “Freedom to Read” statement.

X: ADJOURNMENT

There being no further business, a motion to adjourn the meeting was made by Treasurer Lucas and seconded by Trustee Tenyer.

Ayes: Lucas, Miller, Minner, Tenyer

Nays: None

Abstain: None

Absent: Carr, Ordway, Pizzi

Motion: CARRIED.

The meeting adjourned at 7:56 p.m.

/s/ Denise Tenyer, Secretary pro tem

Secretary