

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 May 13, 2019, 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 May 10, 2019.

Present and acting as trustees were:

Don Minner, President  
Carolyn Welch Clifford, Vice President  
Carrie F. Carr, Treasurer  
Barbara Pintozzi, Secretary  
Bill Pizzi  
Denise Tenyer

Absent was:  
Denise Peters

Also in attendance were:

Jesse Henning, Executive Director  
Tia Incapreo – Arthur J. Gallagher & Co.  
Jan Miller, Barrington resident  
Cheryl Riendeau, Finance Manger  
Lisa Stordahl, Office Manager  
Tammy Surprise, Human Resources Specialist

**I. CALL TO ORDER**

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**

No public comments were made.

**IV. APPROVAL OF THE MINUTES**

The minutes from the April 8, 2019 Regular Meeting and the April 8, 2019 Personnel Committee were reviewed. President Minner asked if there were any questions or corrections to the minutes of the Regular Meeting of April 8. There were none. A motion to approve the minutes from the Regular Meeting of April 8 was made by President Minner and seconded by Mr. Pizzi.

**The motion passed unanimously.**

President Minner asked if there were any questions or corrections to the minutes of the Personnel Committee Meeting of April 8. Ms. Carr noted an error that listed her as a member of the Personnel Committee. Although she attended the meeting, she is not a standing member. The correction was made. Ms. Clifford moved to approve the minutes of the Personnel Committee Meeting of April 23 as corrected. Ms. Pintozzi seconded the motion.

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

## **V. MISCELLANEOUS REPORTS / BUSINESS**

### **President's Report**

President Minner introduced invited guest, Ms. Tia Incapreo from Arthur J. Gallagher & Co. Ms. Incapreo presented information on behalf of LIRA, Libraries of Illinois Risk Agency, a library insurance cooperative. LIRA allows many Illinois libraries to band together which provides them a more affordable option with better coverage. Following her presentation, Ms. Incapreo answered questions from the board and then left the meeting.

President Minner made a motion to adopt Resolution 2019-2, Authorizing Membership in the Libraries of Illinois Risk Agency. Ms. Clifford seconded the motion.

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

President Minner moved to authorize the Executive Director to sign the Libraries of Illinois Risk Agency's Authorization to Bind. Mr. Pizzi seconded the motion. Coverage for the library will begin May 14, 2019.

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

The canvas report for the April 2 Consolidated Election was displayed with Carrie Carr, Carolyn Clifford, and Jan Miller each winning six-year terms. President Minner congratulated them all, and expressed appreciation to outgoing board member, Barbara Pintozzi, for her years of service to the library board. The board also recognized Youth Services' Assistant Librarian, Alyssa Wees, on her five-year milestone anniversary, and asked Director Henning to thank her on their behalf.

### **Treasurer's Report**

Ms. Carr presented the Treasurer's report. Beginning balance was \$9,040,417.92 with receipts of \$91,619.66 and expenditures of \$586,234.63; leaving an ending balance of \$8,545,802.95. Ten months into the fiscal year, revenues are 79.67% of anticipated and expenditures are 71.24% of the budget.

Ms. Carr noted that the remainder of the Cook County taxes have arrived and that we are expecting the last installment from Lake County to arrive in June.

Ms. Carr moved to approve the Treasurer's Report and bills for payment as presented. Mr. Pizzi seconded the motion.

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

### **Executive Director's Report**

Director Henning reported that it was a busy April. Highlights included reading his all-time favorite children's book, *Dear Zoo*, at this year's Story Fest and attending meetings organized by the Barrington Cultural Commission and Be Strong Together. In addition, Director Henning attended the Prospect Heights Budget Workshop and spoke at the Barrington Chamber of Commerce Town Hall event.

Work on the upcoming FY19/20 Budget is wrapping up, and a draft of the tentative working budget will be presented at the June Board Meeting. The revision of the Public Policy Manual is nearly complete and will be brought to the board for review and approval in the upcoming months.

This year Adult Services and Youth Services will be joining forces to create a unified Summer Reading Program that will launch on May 28<sup>th</sup>. In addition, Youth Services will be utilizing our beautiful outdoor space by having a "Story Walk" around the library property.

In building news, our Building Services Manager will be replacing the lighting on the second floor with more efficient LED lights. Director Henning presented a few items that will be coming soon for board approval including replacing the library's gutters and adding cabinets in the Building Services office.

Work on the annexation of the old AT&T Property continues with the library's attorney at Klein, Thorpe and Jenkins.

### **VI. REPORTS OF COMMITTEES**

Ms. Clifford reported on the Personnel Committee Meeting, which took place prior to the start of the Regular Meeting. Director Henning's goals and accomplishments were discussed. The

Board is pleased with Director Henning's leadership and will recommend a salary increase at Regular Board Meeting of June 10<sup>th</sup>.

The committee also reviewed the 2019 Employee Handbook revisions and moved to approve the Employee Handbook as presented. As it was a committee recommendation, no second was needed.

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

### **VII. OLD BUSINESS**

There was no old business.

### **VIII. NEW BUSINESS**

Director Henning presented three different scenarios to adapt to the recently passed minimum wage legislation. After discussing each scenario, Ms. Clifford moved to approve the pay grade table as presented in scenario 2 and to set the salary line at \$3,199,593.88 Ms. Carr seconded the motion.

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

Director Henning presented the Audit Engagement Letter from McClure, Inserra, and Company. Ms. Clifford suggested adding language from the Personal Information Protection Act to the contract before signing. Director Henning said he would run it by the library's attorney. A motion was made by President Minner, seconded by Ms. Tenyer, to engage McClure, Inserra, and Company as auditor and authorize Director Henning to sign the auditor's engagement letter.

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

The board looked over the Call One Service Agreement. Ms. Carr moved to authorize the Executive Director to sign the Service Order Agreement with Call One, Inc. Ms. Pintozzi seconded the motion.

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

Director Henning asked the board to consider a new event and room management platform called LibraryCalendar. This platform is less expensive and more user friendly than what we are currently using, and will give our customer's a better experience. Ms. Clifford moved to authorize the Executive Director to sign the Service Level Agreement with Library Solutions, LLC. Mr. Minner seconded the motion.

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

The board examined a proposal from New Peak Solutions for work pertaining to an upcoming Sharepoint project. President Minner made a motion to authorize the Executive Director to sign the Professional Services Statement of Work with New Peak Solutions. Ms. Carr seconded the motion.

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

## **IX. GENERAL INFORMATION**

At the conclusion of the meeting, Ms. Pintozzi wished to express a few parting words to the board. She asked that they continue to support the community's LGBTQ population by providing a safe space for them to gather. She also asked that the board consider reviving the Arts Committee and when making considerations for the library grounds, to include planting native trees.

President Minner thanked Ms. Pintozzi on behalf of the library district, staff, and the board for her many years of passion, enthusiasm, and dedication to the library. She served the board well for many years and has left a legacy to be proud of.

## **VI: ADJOURNMENT**

There being no further business, a motion to adjourn the meeting was made by President Minner and seconded by Ms. Tenyer. All voted aye. **The motion passed unanimously.**

The meeting adjourned at 8:17 p.m.



Secretary