

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 October 14, 2019, at 7:00 p.m. in the Zimmerman Room of the Barrington Area Library pursuant to notices sent to the board and the press on October 10, 2019.

Present and acting as trustees were:

Don Minner, President
Carolyn Welch Clifford, Vice President
Carrie F. Carr, Treasurer
Denise Tenyer, Secretary
Jan Miller

Absent were:

Denise Devereux-Peters
Bill Pizzi

Also in attendance were:

Dawn Emrath, Barrington Resident
Jesse Henning, Executive Director
Melinda Lomas, Barrington Resident
Margie Marty, Barrington Resident
Barbara Pintozzi, Barrington Resident
Cheryl Riendeau, Finance Manager
Lisa Stordahl, Office Manager
Judy Walther, McClure, Inserra Chartered

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

President Minner welcomed everyone to the meeting and asked if anyone would like to address the board. Ms. Pintozzi thanked the board for the excellent work they have been doing and extended a personal invitation to attend the Transgender Day of Remembrance. This year's event will be held on November 17th at St. Paul's at 4:00 p.m. Ms. Pintozzi also asked if the library would consider adding a PRIDE decal to the front door window in support of the community's LGBTQ population.

Ms. Lomas spoke next and asked the board to reconsider the Lake Zurich Road realignment now that the Route 14 underpass has been funded. Ms. Emrath expressed support for Ms. Lomas' position. No one else wished to address the board.

Director Henning introduced the auditor, Ms. Judy Walther, from McClure Inserra & Company Chartered. Ms. Walther discussed the Audit Report and management letter for the fiscal year ending June 30, 2019. Each section of the report was reviewed, and the library received a clean opinion. At the conclusion of her presentation, President Minner moved, and Ms. Carr seconded the motion to accept the Fiscal Year 18-19 Financial Statements Audit as submitted. Ms. Walther left the meeting.

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

IV. APPROVAL OF THE MINUTES

The minutes from the September 9th Regular Meeting and September 24th Policy Committee meeting were reviewed. There were no questions or corrections to the minutes presented. A motion to approve the meeting minutes of September 9th and September 24th was made by President Minner and was seconded by Ms. Clifford.

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

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

President Minner announced the five-year anniversary of Allison Parker, YS, and asked Director Henning to thank her for her service and dedication to the library on behalf of the Board of Trustees.

Treasurer's Report

Director Henning introduced the new front page of the financial statement, which was created to be more in line with how the audit is presented each year. Aligning the monthly financial report in this way will create a seamless transition in the documentation provided for the annual audit. The board agreed that it makes sense to use this format moving forward.

Ms. Carr presented the September Financial Statement. The beginning balance was \$9,996,618.23. Revenue received in September 2019 totaled \$1,592,281.94 with expenditures amounting to \$464,959.98; leaving an ending balance of \$11,123,940.29. Three months into the fiscal year, revenues are 46.63% of anticipated, and expenditures equal 17.46% of the budget.

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

Ayes: Carr, Clifford, Miller, Minner, Tenyer
Nays: None
Abstain: None

Absent: Devereux-Peters, Pizzi

Motion: CARRIED.

Executive Director's Report

Director Henning reported that the construction projects were running on schedule. The Atrium wood refinishing should be finished by the end of October, and the Meeting Rooms will reopen to the public around the second week of November. Structural steel has been installed in the Administration wing to prepare for the cooling tower installation that will happen later this week. There was a discussion regarding the benches outside needing some attention. Director Henning informed the board that our Building Services Manager was looking into the matter and has added teakwood oiling to the preventative maintenance plan moving forward.

After observing customer use of the library building, and reviewing staff-collected soft comments about the space, Engberg Anderson and Library Planning Associates presented some potential building modifications. The proposed changes would do the following:

- Develop an adult computer zone, lessening the impact of Youth Services Activity
- Redefine the Young Adults area on the second floor
- Address the needs of nursing mothers
- Update the Administrative Wing
- Explore further utilization of the outdoor portions of the library property

Director Henning represented the library in many community meetings throughout September, including the Barrington Cultural Commission, Barrington Area Chamber of Commerce Board Meeting, and the Healthier Barrington Coalition.

VI. REPORTS OF COMMITTEES

The Policy Committee will meet on Friday, October 25th, at 9:00 a.m. in the Zimmerman Room to look at the second half of the policy manual revisions.

Ms. Carr reported on the Budget, Finance, and Levy Committee Meeting that occurred at 6:30 p.m. prior to the start of the regular meeting. The committee recommended levying 4.95 percent over our extension to ensure capturing new property. The committee moved to set the Levy at 4.95%, setting the total at \$7,675,339.00.

Ayes: Carr, Clifford, Miller, Tenyer

Nays: Minner

Abstain: None

Absent: Devereux-Peters, Pizzi

Motion: CARRIED.

VII. OLD BUSINESS

In old business, the board reviewed documents pertaining to the Marge Luther Fund. After discovering that it was the board, not Ms. Luther or her estate, who designated the donation as an endowment, the board felt comfortable removing the restriction, allowing the library to use the principal of the gift. The board requested that the money continue to be used exclusively for Youth Services Programming and

that Ms. Luther continue to be acknowledged for the gift. At the conclusion of the discussion, President Minner made a motion to remove the endowment restriction from the Marge Luther Fund. Ms. Miller seconded the motion.

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

VIII. NEW BUSINESS

Director Henning presented the Payroll Data Services Agreement to the board for consideration. After review, Ms. Carr moved, and President Minner seconded, to approve the Payroll Data Services Agreement for System and Services and authorized the Executive Director to sign on the board’s behalf.

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

Resolution 2019-6, a Resolution of the Board of Library Trustees of the Barrington Public Library District Providing for a Fund Transfer, was brought before the board. Director Henning suggested this be done each year following the annual audit. Ms. Carr made a motion to approve Resolution 2019-6, transferring \$2,904,866.00 into the Special Reserve Fund in accordance with 75 ILCS 16/40-50(a)(i). President Minner seconded the motion.

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

IX. GENERAL INFORMATION

VI: ADJOURNMENT

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

The meeting adjourned at 7:58 p.m.

/s/ Denise Tenyer

Secretary