

**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 April 12, 2021, at 7:00 PM. 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 April 9, 2021.

Present and acting as trustees were:

Don Minner, President
Carrie F. Carr, Vice President
Denise Tenyer, Treasurer
Jan Miller, Secretary
Jennifer Lucas (Departed at 7:23 PM)

Absent was:

William Pizzi

Also in attendance were:

Anne Ordway, Barrington Resident
Anonymous Guest
Vicki Rakowski, Executive Director
Cheryl Riendeau, Finance Manager
Lisa Stordahl, Office Manager

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

President Minner welcomed Ms. Ordway to the meeting and congratulated her on her recent election win. The board looks forward to working with her when her tenure begins.

IV. APPROVAL OF THE MINUTES

The minutes from the March 8th Regular Meeting were reviewed. There were no additions or corrections. A motion to approve the minutes as presented was made by President Minner and seconded by Vice President Carr.

Ayes: Carr, Lucas, Miller, Minner, Tenyer

Nays: None
Abstain: None
Absent: Pizzi
Motion: **CARRIED.**

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

President Minner acknowledged the donations from Sam and The League of Women Voters.

President Minner recognized the tenth work anniversary of Karen McBride, the Library's Public Information Manager. Karen does an outstanding job in all areas of communication and has made numerous contributions to the library and community over the years.

Treasurer's Report

Treasurer Tenyer presented the financial report for March 2021. The balance brought forward was \$9,365,421.44. Revenue received in March totaled \$1,100,151.80, with expenditures amounting to \$601,118.75; leaving an ending balance of \$9,864,454.49. Nine months into the fiscal year, revenues are 70.97 % of anticipated, and expenditures equal 60.07% of the budget.

Treasurer Tenyer mentioned that the Sawyer Falduto account has had a small decrease in value this month, which wasn't unexpected due to normal fluctuations in the market. Ms. Tenyer asked the Executive Director and the Finance Manager to give an update on what is to be expected in the final quarter of the fiscal year and how the pandemic has impacted funding and spending of library dollars this year.

Finance Manager, Cheryl Riendeau, explained that the library brought in 1.1 million dollars in revenue due to Cook County's distribution of the 2020 tax levy, which is perfectly normal for this time of year. The other counties will not start their distribution until very late in May or early June. Ms. Riendeau reported that fortunately there was no effect on our 2019 levy receipts from the counties. We received 98% of our Cook County 2019 extension, and 100% of the Lake, McHenry, and Kane County extensions, which is remarkable based on the year we've just had.

Interest income will be way under budget this year due to the crash of interest rates, so we will be adjusting our budget accordingly for the next fiscal year.

The pandemic has had a significant impact on library spending during this current fiscal year. Many budgets lines have been affected, most notably in the following areas:

- Library Materials
- Facility Operations
- Programs
- Professional Services
- Staff Development

These lines will all be underspent this year due to various issues brought on by the global pandemic such as paper shortages, supply chain problems, publishing dates being pushed back, lack of traveling for staff development training, and the library building being closed and/or opened at reduced hours for a majority of the past year.

Ms. Riendeau and Treasurer Tenyer asked if the board had any questions regarding this month's report. There being none, a motion to approve the March Financial Report and bills for payment was made by President Minner and seconded by Trustee Lucas.

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

Executive Director's Report

Director Rakowski agreed that in terms of the library budget, it has been a really strange year for the library. On the bright side, it has allowed us to do some creative things such as virtual and outdoor programming, and the ever-popular take and make kits. Staff members have been pleased to see that program attendance has gone up exponentially with the institution of virtual programming. This is something that we will potentially look to continue, even when in-person programming can open up again.

The staff is continuing to work on budgeting and preparing goals for the upcoming fiscal year, including creating an updated model for library outreach. Other upcoming projects include revising our remote work model for transitioning out of the pandemic and creating staff committees focusing on subjects such as staff engagement and EDI (Equity, Diversity, and Inclusion). Job Descriptions and Training Plans are also being looked at for all staffing levels.

Director Rakowski reminded Board Members to file their Statement of Economic Interest to Lake County by the May 1 deadline.

In Library Service notes, we are excited to open to full-service hours beginning May 3. Public communication around this will begin during the week of April 26 to prevent any confusion for customers who are planning their library visits. Tables have been placed in the open spaces on the second floor and customers may ask for chairs at the Adult Services' Desk to ensure that they have been properly cleaned between uses. This is in transition for opening Study Rooms. We are ordering air purifiers for each of our rooms and hope to have the Study Rooms available to customers again soon.

Summer Reading planning has begun and will include a new service point in the atrium dedicated solely to both Youth and Adult Summer Reading participants so they can safely check-in and pick up prizes.

We've been closely monitoring customer behavior/input and are happy to say the door count in March was 1000 people higher than it was last November when we were last open. In addition, material circulation has increased 57% from February. While customers are continuing to use our Parking Lot Pickup and Borrow by Mail services, we are hopeful that the numbers of in-house use will continue to rise.

Our teaching garden is nearly complete, with the installation of benches, signage, and irrigation happening between now and early May. The Master Gardeners and volunteers with whom we have partnered will begin planting in late May, with a Grand Opening Celebration planned for June.

Our new library sorter will be installed in late April or early May. This project will be overseen by our IT department and will continue to help staff with accurate and efficient check-ins which will provide our customers with a better library experience.

Staff In-service this year will be provided in a different model than in years past. The Staff In-Service Committee is planning a month of learning activities for staff in June. The sessions will be asynchronous, with most staff completing their training during their remote shifts.

Customers continue to ask when the play space and meeting rooms will reopen. These spaces will reopen when it is safe to do so.

President Minner asked if the library had any information on the number of staff members that have been vaccinated. Director Rakowski stated that the library has not begun to collect that information yet.

Vice President Carr asked if there has been any discussion on the possibility of adding the option of health insurance to spouses and dependent children. Director Rakowski mentioned that Director Henning had left quite a bit of information for her and that the intention would be to present the scenario and financial information to the board at the upcoming budget meeting so that they could decide on whether or not it is feasible to consider.

VI: REPORTS OF COMMITTEES

There were no committee reports. President Minner noted that there should be a Budget Committee Meeting soon.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

The Board reviewed the 2018 Capital Reserve Plan (CRP). Director Rakowski highlighted some forthcoming projects for the upcoming fiscal year based on the CRP including the following:

- Replacing the concrete ramp to our service entrance
- Maintenance and patching of the retaining wall and
- The addition of French drains to prevent further cracks in the retaining wall
- New gutters
- Garage door replacement
- Interior floor and ceiling tile replacement as needed

Vice President Carr asked how much the projects are expected to cost. Director Rakowski stated she expects the projects to cost somewhere around \$330,000.00 but she will verify that information and have firmer numbers for board approval at a later board meeting.

Secretary Miller asked if any of these projects would affect the hours of operation of the library. Director Rakowski stated that library operation and customer access to the building would not be affected.

Director Rakowski shared Engberg Anderson's Site Spaces drawing from our Master Facilities Plan and highlighted some opportunities we have to develop outdoor learning and gathering spaces on our ten-acre library campus. With the Board's permission, Director Rakowski would like to reach out to a Landscape Architect to develop a plan that we could work on in stages in the next couple of fiscal years. Trustees Miller, Carr, and Minner voiced strong approval and felt like it would also offer some great opportunities to do some collaborative work with the Park District and the Village.

There being no further business, President Minner moved to adjourn the meeting. The motion was seconded by Vice President Carr.

Ayes: Carr, Miller, Minner, Tenyer

Nays: None

Abstain: None

Absent: Lucas, Pizzi

Motion: CARRIED.

The meeting adjourned at 8:01 p.m.

/s/ Jan Miller

Secretary