

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 10, 2021, 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 May 7, 2021.

Present and acting as trustees were:

Don Minner, President
Carrie Carr, Vice President
Denise Tenyer, Treasurer
Jan Miller, Secretary
Jennifer Lucas
Bill Pizzi

Also in attendance were:

Anonymous Guest
Rachel Tuerck, Barrington Resident
Vicki Rakowski, Executive Director
Cheryl Riendeau, Finance Manger
Tom Sawyer, Sawyer Falduto
Lisa Stordahl, Office Manager
Tammy Surprise, HR Specialist

I. CALL TO ORDER

President Minner called the meeting to order at 7:01 p.m.

II. ROLL CALL

Lisa Stordahl called the roll.

III. AUDIENCE RECOGNITION AND PUBLIC COMMENT

President Minner welcomed everyone to the meeting.

Ms. Rachel Tuerck wished to address the board. After introducing herself, Ms. Tuerck thanked the library for all they have been doing during the pandemic and noted that she had served as a library trustee in the town she lived in prior to moving to Barrington. Ms. Tuerck mentioned that she had been at the school board meeting last Tuesday evening and was saddened and disappointed to hear what she learned later was a newly elected library trustee address the school board in an angry manner. As a former library trustee herself, Ms. Tuerck wanted to pass along some friendly advice on how to be an effective trustee by being prepared, professional, and pleasant. Being a trustee is a big job and the goal is to get it right for as many people in the community as possible. Being pleasant will go a long way and get you where you

need to be. She hopes that every library board member wants to be effective so that the board and the library can be successful.

President Minner thanked Rachel for attending the meeting and sharing her thoughts. He let her know that we have three new board members that will be starting with us next month. The library will be offering orientation for new board members and hope that will help the new board start on a positive note.

IV. APPROVAL OF THE MINUTES

The minutes from the April 12, 2021 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 Secretary Miller.

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

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

President Minner recognized two library employee anniversaries. Kate Mills, Adult Services Librarian, has been with the library for 35 years, and Amy Bonsignore, IT Help Desk, has been with us for 10 years. The board congratulated and thanked Kate and Amy for their many years of great service.

President Minner recognized a donation to the library from Jill and Harold LeVine.

President Minner read the Abstract of Votes from the April Consolidated Election and announced that the new board will be sworn in at the Regular Meeting scheduled for June 14, 2021. He thanked Denise Tenyer for her service to the library board over the past six years.

Treasurer Tenyer thanked the board and stated that it has been her pleasure and honor to work with the board these past six years.

President Minner explained that the board would need to appoint a temporary Treasurer to cover the time between when Ms. Tenyer has finished her term and the new board is sworn in and can take action to elect new officers.

There was discussion that it made sense to nominate Vice President Carr as she had served as Treasurer before Ms. Tenyer and knew the job's duties and responsibilities. President Minner made a motion to appoint Carrie Carr as Treasurer pro tem, effective May 16, 2021, until the newly elected Treasurer has been trained and is qualified to take over the duties and responsibilities of the office. Treasurer Tenyer seconded the motion.

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

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

Treasurer's Report

Treasurer Tenyer presented the Treasurer's report. Beginning balance was \$9,864,454.49 with receipts of \$310,750.20 and expenditures of \$493,006.28; leaving an ending balance of \$9,682,198.41. Ten months into the fiscal year, revenues are 74.93% of anticipated, and expenditures are 66.16% of the budget.

President Minner asked if there were any questions about the April Financial Report. Trustee Lucas asked the board to consider changing the wording of "Previous Fund Balance" to "Operating Fund" or "Operating Budget", and feels that using the term "Previous Fund Balance" may be misleading people to think that it some sort of fund that we carry over. She also suggested that the board consider looking into some refresher training on each of the fund categories and the laws that restrict them. President Minner agreed and stated that he and Director Rakowski feels it would be beneficial to have a financial refresher/training for both the old and new board members alike so that everyone starts with the same information.

With no other comments or questions regarding the April Financial Report, Vice President Carr moved to approve the Treasurer's Report and bills for payment as presented. Trustee Pizzi seconded the motion.

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

President Minner welcomed Mr. Tom Sawyer, of Sawyer Falduto, and turned the floor over to him to give a quick review of the Library's Capital Review Investment Plan. Mr. Sawyer stated that the objective was to structure a portfolio designed to meet the long-term funding objectives as outlined within the Capital Reserves Study. The portfolio will be broadly diversified fixed income managed within the constraints of the Illinois Public Funds Investment Act. Securities utilized in the portfolio would include marketable CDs, US Treasuries, Government Agencies, General Obligation Municipal Bonds, and high-quality investment grade Corporate Bonds as provided for in the statute. Maturity allocations would be better aligned with the planned expenditures down the road. The maximum maturity for any single security at the time of purchase would be ten years.

Mr. Sawyer noted that the library's investment policy is well-drafted and provides ample flexibility to design portfolio investment guidelines, although he recommends a couple of minor changes to the section regarding authorized investments to align with the updates to the statute.

The investment portfolio will be reviewed periodically and updated based on the District budget, project plans, and market conditions. Based on the current interest rate environment, Mr. Sawyer recommended a more conservative approach to implementation keeping the average maturity of the portfolio at approximately 3.5 to 4 years to reduce interest rate risk. Cash from maturities and funding in excess of capital draws would be used to extend the duration over time.

Mr. Sawyer answered a few questions from the board, and then gave a quick overview of the library's Portfolio Performance, which is up nearly 10% from the initial investment in 2016. He will continue to report to the board as we begin to spread our wings and the portfolio structure becomes more capital-focused. The board thanked Mr. Sawyer for his work on their behalf. Mr. Sawyer left the meeting at 7:42 p.m.

Executive Director's Report

Budget preparation for Fiscal Year 2022 is underway. Director Rakowski and the leadership team are coordinating goals for the new fiscal year to incorporate into evaluations. Training for our two new trustees is being developed and coordinated by Director Rakowski. The tenure of the new board members will begin at the June 14th Regular Meeting.

The library returned to normal business hours beginning May 3, 2021. While customers have not returned in the same numbers as they were before the onset of the pandemic, they have been happy to have the flexibility that the evening hours provide. As the state continues to open up, the library is moving away from the Browse and Borrow model. Tables and chairs are now available upon request and have been well received and utilized. Study Rooms reopened on May 10, and each room contains a new air purifier. Cleaning procedures have been adapted to maintain customer safety.

There are a lot of great programs coming up for Summer Reading with staff planning to take advantage of the library's outdoor space.

Customer feedback remains mostly positive. Take and Make Kits and Browsing Bundles remain popular with our patrons. The new sorter will be fully installed and operational in about two weeks.

President Minner inquired about the amount of staff that are still working remotely in a full-time capacity. Director Rakowski noted that no one is solely working from home any longer. Although she didn't have firm numbers, she mentioned that librarians are typically working in the library about three days per week, and working the other two days from home where it is easier to record virtual programs. Our material services staff works all their shifts within the library as their jobs are tied to getting the materials where they need to go. Staff members that have more project-based assignments, will split their time between the library and working remotely, as we are still working under the restriction of 50% capacity for office space since the majority of our workspaces are in open areas.

Secretary Miller asked when the new sorter will be operational. Director Rakowski said it would be up and running in about two weeks.

VI. REPORTS OF COMMITTEES

The Budget, Finance, and Levy Committee agreed to meet on June 9, 2021, at 6:30 PM. Members of the committee are Carrie Carr, Jennifer Lucas, and Bill Pizzi, but all board members are invited and encouraged to attend. The purpose of the meeting is to discuss the tentative budget for the upcoming fiscal year.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Director Rakowski presented the Audit Engagement Letter from McClure, Inserra, and Company for the board’s consideration. President Minner asked if the audit fee had increased from last year. The library’s Finance Manager, Cheryl Riendeau, stated that the fee had increased by \$300.00 over last year’s rate. Secretary Miller wanted to know if what they look for during the audit is standard practice. Ms. Riendeau answered in the affirmative.

A motion was made by Vice President Carr, seconded by President Minner, to engage McClure, Inserra, and Company as auditor for the Fiscal Year 2021 Financial Statement Audit and authorize Director Rakowski to sign the engagement letter on the board’s behalf.

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

Director Rakowski presented the Fiscal Year 2022 Pay Grade Chart and Merit Raise Pool proposal to the board after thanking Ms. Riendeau and Ms. Surprise for their hard work in helping to prepare the document. The Director asked the board to consider a 4.5% increase to the salary budget for the upcoming fiscal year to address the issue of wage compression and a few hiring needs.

Director Rakowski stated that due to the uncertainty of the Covid-19 pandemic, the salary lines were purposely kept flat in Fiscal Year 2020-2021. The only salary line that was bumped up was for the Grade 1 employees, which was done following the glide plan created by former Director Henning to address the upcoming changes in the 2025 Minimum Wage Law. To maintain the market value of the other positions (paygrades) at the library, it is important to move the other grades up at equal steps to keep the salaries in a competitive place for recruiting.

President Minner asked how often salaries are benchmarked. Human Resource Specialist, Tammy Surprise, stated that benchmarking typically occurs every three years. She is currently working on a project to update all of the library’s job descriptions. Once that is done, we will work with HR Source to revamp our pay scale which will likely occur in Fiscal Year 2023. The

intention will be to have fewer - but wider - grades, allowing us more latitude to hire within the pay ranges based on the new employee's skill set and experience.

It was confirmed that approving this recommendation would not mean that every library employee would be getting a 4.5% raise. Director Rakowski reiterated that it would be going toward compression, hiring needs, and a small amount would go to the merit pool.

President Minner moved to approve the Pay Grade Table and Merit Raise Pool recommendation as presented. Trustee Lucas seconded the motion.

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

IX. GENERAL INFORMATION

President Minner asked the Executive Director to reach out to the board members to see if they would be comfortable meeting in person at the June 14th Regular Meeting, stating that it would be nice to welcome our two new members in person. He thanked Treasurer Tenyer for her service to the library board and community for the past six years.

Trustee Lucas mentioned that she found a wonderful organization that will accept books and asked if we could add them to the places that will take books and educational materials on our website. The organization is called Scarce (**S**chool & **C**ommunity **A**ssistance for **R**ecycling and **C**omposting **E**ducation) and their website can be found at www.scarce.org.

VI: ADJOURNMENT

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

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

The meeting adjourned at 8:19 p.m.

1st Jan Miller

Secretary