

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 11, 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 October 7, 2021.

Present and acting as trustees were:

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

Also in attendance were:

Jason Pinshower, Head of Operations
Vicki Rakowski, Executive Director
Cheryl Riendeau, Finance Manager
Lisa Stordahl, Office Manager
Judy Walther, ATA Group, LLP

I. CALL TO ORDER

President Carr 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 members of the public were present.

President Carr welcomed the auditor, Ms. Judy Walther, from ATA Group, LLP. Ms. Walther gave an overview of the Audit Report for the fiscal year ending June 30, 2021. Each section of the report was reviewed and the Board was encouraged to ask questions. Ms. Walther reported that the audit ran smoothly and that the library received a clean opinion. Ms. Riendeau, the Library's Finance Manager, was complimented on her work. As a result of finding no weaknesses or problems during the audit process, Ms. Walther informed the Board that there would not be a management letter this year.

A trustee asked if Ms. Walther could speak to the amount of reserves the library maintains. The topic became a point of contention and confusion during the last trustee election, with some members of the public alleging that the library was sitting on an excess of \$9.2 million in their Special Reserve Fund. The Trustee wanted to verify that the Special Reserve Fund had a balance of \$2,044,000.00. Ms. Walther confirmed that the trustee was correct, and explained that \$9 million was the total of all of the library's various funds for operating expenses, which included the amount of \$2,044,000.00 in Special Reserve. Ms.

Walther noted that that money in the Special Reserve Fund is set aside each year to fulfill the needs of the Library's Capital Replacement Plan.

It was noted that the library currently has about 16 ½ months of expenditures in the General Fund. A trustee asked for the amount that was recommended. Ms. Walther stated there was no right or wrong amount because every library has different needs. However, to avoid tax objections, lawyers recommend not to exceed two years. Director Rakowski suggested that the Board make it a point to discuss this at a future meeting and make a recommendation to guide the library's administration moving forward.

President Carr thanked Ms. Walther at the conclusion of her presentation. Secretary Miller made a motion to accept the Fiscal Year 20-21 Financial Statement Audit and Findings as presented. Treasurer Lucas seconded the motion. Ms. Walther left the meeting.

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

IV. APPROVAL OF THE MINUTES

The minutes from the September 13th Regular Meeting were reviewed. There were no additions or corrections. Vice President Minner made a motion to approve the meeting minutes as presented. Trustee Tenyer seconded the motion.

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

The minutes from the Budget, Finance, and Levy Committee of October 5, 2021 were reviewed. Vice President Minner moved to accept the Budget, Finance, and Levy Committee Meeting Minutes of October 5, 2021 as presented. Secretary Miller seconded the motion.

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

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

President Carr announced the milestone anniversaries of three staff members:

- Amy Warnstedt, Customer Service, 5 years
- Chris Confer, Youth Services, 5 years
- Laura Morici, Customer Service, 15 years

The Board congratulated them and thanked them for their service and dedication to the library and its customers.

Treasurer's Report

Treasurer Lucas presented the September Financial Statement. The beginning balance was \$9,924,032.49. Revenue received in September totaled \$1,875,917.88 with expenditures amounting to \$539,066.17; leaving an ending balance of \$11,260,884.20. Three months into the fiscal year, revenues are 29% of anticipated, and expenditures are equal to 18.45% of the budget.

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

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

Executive Director's Report

Director Rakowski asked the Board to be on the lookout for a link to their annual Anti-Harassment Training. This year's training is digital and should take a little over an hour to complete.

In staffing news, Director Rakowski was thrilled to announce that Hayley Schommer has accepted the position of Head of Adult Services. Hayley has been with the library for almost five years and will be a great addition to the Leadership Team. In addition, we have contracted with HR Source to engage an HR consultant to cover Tammy Surprise's vacancy. Diane Schultz comes to us with decades of HR experience, many of which have been in public library settings.

Architect Shaun Kelley has begun the work of designing our Phase 1 Plans for remodeling a few of the public space areas. He looks forward to sharing these ideas with the Board for their consideration.

Director Rakowski noted that the Meeting Rooms have reopened to the public and the library leadership team is taking note of customer feedback and making adjustments when and where they can. Customers are very happy to have these spaces available again.

VI. REPORTS OF COMMITTEES

President Carr recapped the Budget, Finance, and Levy Committee Meeting that occurred on October 5, 2021. Trustee Tenyer, unable to make the initial committee meeting, stated that she was able to watch the recording and appreciated everyone's thoughts and perspectives. After considering the options available, the majority of the committee felt it made sense to ask for a 4.95% increase over last year's extension to ensure that they capture CPI plus new property, including the Sears EDA Property coming back on the tax roll. This will allow the counties to do the math and determine the correct amount to extend to the library.

Treasurer Lucas moved to set the tax year 2021 levy at \$8,159,504.10 and set the date for the levy adoption for November 8, 2021. Trustee Tenyer seconded the motion.

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

VII. OLD BUSINESS

There was no old Business.

VIII. NEW BUSINESS

The Board discussed the appointment of Jason Pinshower, Head of Operations, to fill the temporary vacancy left when Director Rakowski takes her parental leave. Trustee Pizzi made a motion to appoint Mr. Pinshower as the Interim Executive Director for the time covering Director Rakowski's parental leave. The motion was seconded by Trustee Ordway.

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

Vice President Minner made a motion to appoint Jason Pinshower as the library's IMRF Authorized Agent effective November 1, 2021. The motion was seconded by Trustee Pizzi.

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

Treasurer Lucas made a motion to approve the Intergovernmental Agreement with the Village of Barrington for the installation of lockers in the Barrington Train Station. The motion was seconded by Vice President Minner.

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

Director Rakowski gave a brief update on the Sears EDA Settlement. Secretary Miller made a motion to approve the settlement agreement between Sears and taxing districts and county officials, subject to attorney review, and authorize Robbins Schwartz to sign on the Library's behalf. Trustee Tenyer seconded the motion.

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

IX. GENERAL INFORMATION

President Carr suggested that the November Board Meeting be held virtually. She will continue to watch the positivity rate in the area before determining the location of December's meeting.

VI: ADJOURNMENT

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

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

The meeting adjourned at 8:10 p.m.



Secretary