

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 December 12, 2022, at 7:00 p.m. in the Zimmerman Room at the Barrington Area Library. Notice of this meeting was sent to the Board and the Press on December 9, 2022.

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:

Julie Ary, Human Resources Manager
Kristin Cunningham
Rachel Forsyth-Tuerck
Chase Heidner
B. Jino
Jackie McGrath
Jason Pinshower, Head of Operations
Lindsay Prigge
Vicki Rakowski, Executive Director
Barb Wurster, Finance Manager

I. CALL TO ORDER

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

II. ROLL CALL

Jason Pinshower called the roll.

III. AUDIENCE RECOGNITION AND PUBLIC COMMENT

President Carr welcomed everyone to the meeting and asked if anyone wished to address the Board. Jackie McGrath introduced herself and stated that she had turned in her paperwork to run for a trustee position in the upcoming election, and that she looked forward to potentially working with the trustees and staff in the future.

IV. APPROVAL OF THE MINUTES

The minutes from the November 14th Regular Meeting were reviewed. There were no corrections. Trustee Tenyer made a motion to approve the meeting minutes as presented. Secretary Miller seconded the motion.

Ayes: Carr, Lucas, Miller, Ordway, Pizzi, Tenyer
Nays: None
Abstain: Minner

Absent: None
Motion: CARRIED.

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

President Carr thanked and congratulated Barb Laughlin-Karon, CS, for 5 years of great service to the Library.

Treasurer's Report

Treasurer Lucas presented the November Financial Statement. The beginning balance was \$11,524,937.30. Revenue received in November totaled \$133,427.78 with expenditures amounting to \$784,688.08; leaving an ending balance of \$10,873,677.00.

Vice President Minner moved to approve the Treasurer's Report and bills for payment as presented. Trustee Tenyer seconded the motion.

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

The Board reviewed the amended October Financial Report. Director Rakowski explained that the discrepancy in the original October Financial Report was caused by a defunct budget code. The code had been entered by a staff member who did not know the code had been retired. Our new Financial Manager did not know the history of this change and therefore did not catch the issue. Because the code did not exist in the new budget year, it was causing our Statement of Funds to be out of sync with the Treasurer's Report. The Treasurer's reports have always been correct. The incorrectly coded item has now been properly entered and now all reports are reconciling. The Library's auditor has been made aware of this issue.

Treasurer Lucas made a motion to approve the amended Treasurer's Report for October. The motion was seconded by President Carr.

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

Executive Director's Report

Director Rakowski announced that the Barrington Area Library has once again been ranked as one of the top libraries in the nation, earning another 4 Star Rating from Library Journal. This puts BALibrary's performance and utilization by its cardholders in the top 5% of all public libraries in the country.

In administrative notes, Director Rakowski announced her resignation as Executive Director effective January 11, 2023, stating that it has been an honor to lead this library in varying capacities over the last six years.

BALibrary’s local history expert, Kate Mills, was recently interviewed by WBEZ Chicago, and Quintessential Barrington is releasing a story in their January issue on innovative services the library provides.

In construction news, we are still waiting for the delivery of the furniture for our quiet computing area, local history room, and new books section. The furniture was manufactured in Mexico and there are delays in customs. We remain hopeful that we can complete this project by the end of the year.

VI. REPORTS OF COMMITTEES

Trustee Pizzi, on behalf of the Policy Committee, made a motion to approve the updates to the Personnel and Policy Manuals. The motion was seconded by Secretary Miller.

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

Secretary Miller, on behalf of the Long Range Planning Committee, met with Director Rakowski to review a summary of past long range planning ideas and what we are currently working on. Projects currently in motion are the new generator and the addition of the Local History Room. Secretary Miller suggested that the Long Range Planning Committee meet sometime in January or February to make a plan forward.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

The Board considered the Shales McNutt Agreement for the Generator Project. Treasurer Lucas made a motion to approve the Amended Shales McNutt AIA Agreement in an amount not to exceed \$15,700 and to authorize the Executive Director to sign on the Board’s behalf. Trustee Pizzi seconded the motion.

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

Director Rakowski presented a summary of Staff In-Service Day and asked the Board to consider closing the library for a day to accommodate staff training. Trustee Pizzi made a motion to approve the closing of the library on April 27, 2023 for the Staff In-Service Training Day. The motion was seconded by Secretary Miller.

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

Director Rakowski presented the Internal Library Values to the Board for their consideration. The values are intended to help staff with internal recruiting, training, and hiring and act as a guide to staff in decision making. The values are: Empathy, Respect, Trust, Curiosity, and Delight. The Board unanimously voiced their support for these values.

Trustee Tenyer made a motion to approve the Internal Library Values established by the library's leadership team. President Carr seconded the motion.

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

At 7:44 p.m., President Carr made a motion to enter into Executive Session pursuant to 5 ILCS 120/2(c)(1) to discuss the employment, appointment, and compensation of public employees. Secretary Miller seconded the motion.

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

At 8:12 p.m., the Board came out of Executive Session.

IX. GENERAL INFORMATION

VI: ADJOURNMENT

There being no further business, a motion to adjourn the meeting was made by President Carr and seconded by Vice President Minner. All voted aye. **Motion carried.**

The meeting was adjourned at 8:12 p.m.



Secretary