

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 14, 2020, 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 December 11, 2020.

**Present and acting as trustees were:**

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

**Also in attendance were:**

Jesse Henning, 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**

No members of the public were present.

**IV. APPROVAL OF THE MINUTES**

The minutes from the Regular Meeting of November 9<sup>th</sup> and the Committee of the Whole Meeting of November 19<sup>th</sup> were reviewed. There were no additions or corrections. A motion to approve both sets of minutes 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 announced the retirements of John Anderson and Sharon McDonald. The Board offered their congratulations and wished them the best in their retirements. Their years of service are appreciated and they will be missed.

### **Treasurer's Report**

Treasurer Tenyer presented the financial report for November 2020. The balance brought forward was \$10,700,009.48. Revenue received in November totaled \$109,232.43, with expenditures amounting to \$504,425.08; leaving an ending balance of \$10,304,816.83. Five months into the fiscal year, revenues are 48.66% of anticipated, and expenditures equal 32.99% of the budget.

Director Henning and Treasurer Tenyer introduced a new Financial Dashboard that will be included in upcoming Financial Statements and asked for feedback. The board liked the visual representation and gave a few suggestions on how to make it more meaningful to them when they are looking for specific information. One suggestion was to limit the colors to red and green on the half-circle charts with green indicating we are below or on track with spending and red to indicate when we are over-budget.

Vice President Carr asked that all revenue sources be included, rather than just the county property tax representations.

Treasurer Tenyer asked that the library's investments with Sawyer-Falduto also be represented but was open to whether it should be done on a monthly or biannual basis.

Director Henning thanked the Board for their feedback and will make the suggested adjustments for the January meeting.

A motion to approve the November bills for payment was made by Treasurer Tenyer and seconded by Trustee Lucas.

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

Nays: None

Abstain: None

Absent: None

**Motion: CARRIED.**

### **Executive Director's Report**

Director Henning noted that as a result of the recent spike in Covid-19 cases, physical library service has reverted to Parking Lot Pickup and Borrow by Mail. Library leadership will review the criteria for returning to Browse and Borrow on December 30<sup>th</sup>.

Director Henning mentioned that the metrics used to measure the library's "reach" held steady in November, but that customer efficiency increased by 2%, checking out an average of 4.6 items per visit.

Over the past month, Director Henning met with local public health officials at the Barrington Community Health Council, and attended bi-weekly meetings with the village manager and other local municipal heads. In addition, he continues to participate in the North Suburban Library Directors Meeting to coordinate COVID-19 response with other public libraries in the region.

**VI: REPORTS OF COMMITTEES**

No committee reports.

**VII. OLD BUSINESS**

There was no old business.

**VIII. NEW BUSINESS**

The board reviewed the Operating and Special Reserve Investment Proposal by Sawyer-Falduto presented at the November Regular Meeting. There was some discussion about whether the Board would prefer to move both the General Fund and Special Reserve funds to be managed by Sawyer-Falduto, or keep the operating fund with Barrington Bank and Trust and move the Capital Fund to Sawyer to be managed with longer-term investments to fund future capital projects. The Board agreed that the number one goal is to be a good steward of taxpayer money by placing it where it is the most safe and secure. The Board decided to table discussion on this topic and asked Director Henning to reach out to Mr. Sawyer to get a specific plan of implementation for the January Regular Meeting. A decision will be made at a later date.

Director Henning presented the Amendment to Personal Policy X.0 and explained that this amendment would make the Library compliant with the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5) which requires reimbursement of certain expenses incurred by employees. With this amendment, the Library agrees to pay a monthly stipend of \$30.00 per month to full-time employees and \$15.00 per month to part-time employees to help offset costs of internet service while working at home.

A motion to approve the Amendment to Personal Policy X.0 was made by Trustee Pizzi, seconded by Trustee Lucas.

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

Executive Director Henning asked the Board if they would like to discuss any overarching library goals for the coming months as library leadership continues to examine our service offerings. Treasurer Tenyer suggested looking at how we can best be a partner for the community to help combat misinformation. Trustee Pizzi proposed putting together some information on the forthcoming COVID-19 vaccine.

Director Henning suggested a community survey might be helpful in building a plan to help serve the needs of the community we serve.

President Minner stated that although this was a valuable conversation to have he thought it might be a good idea for the Board to have a little more time to think about it and asked if it could be discussed further at a future meeting.

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

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

Nays: None

Abstain: None

Absent: None

**Motion: CARRIED.**

The meeting adjourned at 8:36 p.m.

*Isl Jan Miller*

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Secretary