

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 January 13, 2020, at 7:00 p.m. in the Meeting Room of the Barrington Area Library pursuant to notices sent to the board and the press on January 10, 2020.

Present and acting as trustees were:

Donald F. Minner, President
Carrie F. Carr, Treasurer
Denise Tenyer, Secretary
Jan Miller
William Pizzi
Carolyn Clifford, joined at 7:08 p.m.

Absent was:

Denise Devereux-Peters

Also in attendance were:

Jesse Henning, Executive Director	Mike Campagna, Digital Services Manager
Vicki Rakowski, Head of Operations	Joe Huberty, Engberg Anderson Architects
Aly Prchal, Head of Youth Services	Shaun Kelly, Engberg Anderson Architects
Jason Pinshower, Head of Adult Services	Anders Dahlgren, Library Planning Associates, Inc.
Maripat Olson, Head of Technical Services	John Shales, Shales McNutt Construction
Cheryl Riendeau, Finance Manager	
Tom Nielsen, IT Manger	

I. CALL TO ORDER

President Minner called the meeting to order at 7:00pm.

II. ROLL CALL

Jesse Henning called the roll.

III. AUDIENCE RECOGNITION AND PUBLIC COMMENT

No members of the public were present.

IV. APPROVAL OF THE MINUTES

A motion to approve the minutes of the December 9, 2019 Board Meeting was made by Ms. Miller, seconded by Mr. Pizzi. There were no questions or corrections.

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

The board reviewed closed session minutes and verbatim recordings of closed session proceedings. A motion was made by Mr. Minner to release closed session minutes for the meetings of:

August 28, 2017	October 12, 2017	January 17, 2018
September 20, 2017	December 11, 2017	February 12, 2018
October 2, 2017	January 8, 2018	
October 6, 2017	January 9, 2018	

destroy verbatim recordings of the meetings of:

January 9, 2018	January 17, 2018	February 12, 2018
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and keep confidential the closed session minutes for the meetings of:

April 8, 2019	May 13, 2019
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The motion was seconded by Ms. Carr.

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

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

Mr. Minner reported on his attendance at former Board President Richard Ryan's funeral. Mr. Minner acknowledged Mr. Ryan's service to the District and his award from the American Library Association, noting that Mr. Ryan was an iconic figure in the history of the District. Mr. Minner additionally mentioned that he supported efforts to find an appropriate venue on library grounds to commemorate Mr. Ryan's service.

Treasurer's Report

Ms. Carr presented the financial report for December 2019. The balance brought forward was \$10,300,839.07. Revenue received in December totaled \$118,580.61, with expenditures amounting to \$985,398.07; leaving an ending balance of \$9,434,021.61. Five months into the fiscal year, 51.42% of anticipated revenue has been received, and 39.91% of budgeted expenditures have been made.

A motion to approve the November bills for payment was made by Ms. Carr, seconded by Ms. Tenyer.

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

Executive Director's Report

Director Henning indicated that the Board Policy Manual needs one edit before its final adoption in February. Director Henning highlighted several major budget priorities for FY21: navigating the Illinois minimum wage increase, employee health benefit spending, accommodating the new Capital Reserve Plan and executing recommendations for the Facility Master Plan. Planning for the FY21 budget will begin in late February. The exterior façade and HVAC project is continuing through the punch list phase and should be closed by the end of the month. Bids for the upper parking lot repair projects are being solicited through January with the sealed bid opening scheduled for January 31st, 2020. The Harry Potter Yule Ball was a success with over 360 customers attending. Director Henning acknowledged that a key part of the program's success was the close collaboration between the Youth Services and Adult Services Departments.

VI. REPORTS OF COMMITTEE

VII. OLD BUSINESS

VIII. NEW BUSINESS

Joe Huberty, Shaun Kelly, Anders Dahlgren, and John Shales presented the commissioned Capital Repairs Study and Facilities Master Plan. The Capital Repairs Study highlighted a number of outstanding major capital repairs in the near term, including the building's service driveway, retaining wall, sidewalk along Route 14, water service, emergency generator capacity. The Capital Repairs Study also outlined the costs of routine building systems repair and replacement, totaling \$9,277,623 over the next 20 years.

The group also presented the findings of the space needs assessment team in the Facilities Master Plan document. Utilizing community-sourced feedback about building functionality, on-site observations of customer activity, and staff input about programmatic priorities, the group identified four priority areas:

Priority 1

- Create a computing area on the second floor
- Revise seating and layout of the Young Adult area
- Provide space for nursing mothers
- Create space for curated collections on the first floor

Priority 2

- Complete the renovation of the Administrative suite

Priority 3

- Create a social computing zone on the first floor

Increase the visibility of the MakerLab

Priority 4

Reclaim the unused second floor mechanical room space for public use

The total projected cost for all of the priority items was listed at \$3,092,100.

A motion to accept the Capital Repairs Study and Facilities Master Plan was made by Mr. Minner, seconded by Ms. Tenyer.

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

The board reviewed the Payroll and Human Capital Management Services Agreement with Paycom Payroll, LLC. Ms. Tenyer moved to approve the agreement and authorize the Executive Director to sign, seconded by Ms. Clifford.

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

The board reviewed Resolution 2020-1 Regarding Sexual Harassment Policy. Ms. Carr moved to adopt Resolution 2020-1, seconded by Mr. Minner.

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

Mr. Minner moved to enter closed session pursuant to 5 ILCS 120/2(c)(11) to discuss pending litigation, seconded by Ms. Tenyer.

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

The meeting entered closed session at 8:33 p.m.

A motion to exit closed session and resume the regular meeting was made by Mr. Minner, seconded by Ms. Clifford. The regular meeting resumed at 8:53 p.m.

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

VI: ADJOURNMENT

There being no further business, President Minner moved, and Ms. Tenyer seconded, to adjourn the meeting.

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

The meeting adjourned at 8:55 p.m.


Secretary