

MINUTES OF A REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE BARRINGTON PUBLIC LIBRARY DISTRICT

A Public Hearing and Regular Meeting of the Board of Library Trustees was held on September 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 September 11, 2020.

Present and acting as trustees were:

Donald Minner, President
Carolyn Welch Clifford, Vice President
Carrie F. Carr, Treasurer
Denise Tenyer, Secretary
Jennifer Lucas, Trustee
Jan Miller, Trustee
William Pizzi, Trustee

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 7:01 p.m.

II. ROLL CALL

Lisa Stordahl called the roll.

III. AUDIENCE RECOGNITION AND PUBLIC COMMENT

There were no members of the public present.

IV. APPROVAL OF THE MINUTES

The minutes from the August 10, 2020, Regular Meeting were reviewed. President Minner asked if there were any questions or corrections to be made. There were none. A motion to approve the Regular Meeting minutes was made by President Minner and seconded by Treasurer Carr.

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

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

President Minner sadly announced the resignation of longstanding board member, Carolyn Welch Clifford, following the conclusion of tonight's meeting, due to her upcoming move out of district. She will be missed both professionally and personally.

The Board decided to have another look at the resumes that were presented for the last board opening, and will discuss how they want to move forward at the October board meeting. The structure of the board will also be discussed at a future meeting.

President Minner announced the retirement of longtime staff member Nancy Hassman, who also celebrated her thirtieth anniversary with the library. The board is appreciative of her long tenure and wishes her well in retirement.

President Minner also recognized two additional staff members who are celebrating milestone anniversaries in September. Cathy McAuley, Technical Services, and Juan Carranza, Building Services, have worked for the library for ten years. The board is thankful for their great service to the library community at large.

Treasurer's Report

Treasurer Carr presented the Treasurer's report. The beginning balance was \$9,485,986.32 with receipts of \$935,842.80 and expenditures of \$542,724.50; leaving an ending balance of \$9,879,104.62. Two months into the fiscal year, revenues were 22.55% of anticipated and expenditures were 13.01% of the budget. Treasurer Carr moved to approve the Treasurer's Report and bills for payment as presented. Trustee Pizzi seconded the motion.

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

Nays: None

Abstain: None

Absent: None

Motion: CARRIED.

Executive Director's Report

Director Henning informed the board that management has been exploring ways to present a virtual version of the annual In-Service Day for staff.

In service notes, overdue notices for items retained after the closure have restarted. Computer reservations in the Business Technology Center started today allowing for 45 minute sessions, allowing staff 15 minutes to clean and disinfect stations used. A "Borrow By Mail" service will be piloted to replace the "Parking Lot Pick Up" service in the near future. This will be less staff-intensive and more cost effective way to get materials to customers who don't feel comfortable entering the public building for their materials. Lastly, with approval from the board at tonight's meeting, the library will be officially fine free moving forward.

The library's Summer Reading Program has concluded. Although the number of participants was down this year, participants were more active, completed the program at a higher rate, and averaged reading more per person than last year's program.

VI. REPORTS OF COMMITTEES

None.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

Director Henning asked the board to consider the Memorandum of Understanding with the Barrington Breakfast Rotary Club for the Teaching Garden. The board is excited about this partnership. Trustee Pizzi made a motion to accept the Memorandum of Understanding as written. Vice President Clifford seconded the motion.

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

Nays: None

Abstain: None

Absent: None

Motion: CARRIED.

Director Henning presented several amendments to the Public Policy Manual. Policies to be amended include the following:

- 4.0 – Library Cards
 - Changes made to this policy relate to moving to a fine-free library.
- 7.0 - Resource Borrowing
 - Changes made to this policy remove extended use charges to make way for being a fine-free library.
 - Actions related to overdue materials are spelled out in this policy and include:
 - Materials retained by customers past their loan period are considered overdue.
 - Accounts will be paused on the 29th day that the item is overdue.
 - Paused accounts may not be used to borrow physical materials until overdue materials have been returned, renewed, or the replacement cost has been paid
 - The District will endeavor to notify customers of materials in overdue status as a courtesy. The timely return of District materials is the sole responsibility of the customer.
 - Materials over 28 days overdue will be considered lost and charged accordingly.
- 11.0 - Gifts of Materials or Cash
 - The library will continue to direct people towards making unrestricted donations
- 14.0 - Photography and Recording
 - Individuals who photograph inside District buildings must honor requests from customers who do not wish to be included in the composition.
- 19.0 - Meeting Rooms
 - Customers may still reserve Meeting and Study Rooms if their cards have been paused due to overdue items.

After reviewing the proposed changes, Trustee Pizzi made a motion to amend Policies 4.0, 7.0, 11.0, 14.0, and 19.0. This motion was seconded by Secretary Tenyer.

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

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

Director Henning presented Ordinance 2020-3, Ordinance providing for Budget and Appropriations of Barrington Public Library District, Cook, Kane, Lake, and McHenry Counties, Illinois for the Fiscal year beginning July 1, 2020 and ending June 30, 2021. President Minner moved, and Treasurer Carr seconded, to adopt Ordinance 2020-3 as presented.

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

Ordinance 2020-4, Ordinance authorizing levy of an additional tax for maintenance, repairs, and alteration of the library building and equipment was presented by Director Henning. Secretary Tenyer moved, and Trustee Lucas seconded, to adopt Ordinance 2020-4 as presented.

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

Resolution 2020-5, a Resolution of the Board of Library Trustees of the Barrington Public Library District Providing for a Fund Transfer to the Special Reserve Fund, was brought before the board. Director Henning reminded the board that this should be done each year following the annual audit. This transfer, in accordance with 75 ILCS 16/40-50(a)(i), pays for the capital repairs according to the library's Capital Repair Plan. President Minner made a motion to approve Resolution 2020-5. The motion was seconded by Vice President Clifford.

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

Resolution 2020-6, a Resolution of the Board of Library Trustees of the Barrington Public Library District Providing for a Fund Transfer to the Audit Fund, was reviewed by the Board. The amount transferred will pay the remaining balance of this year's audit and will bring the audit fund down to zero. The auditor has recommended that we roll the audit fund into the general fund moving forward. Trustee Miller moved, seconded by Secretary Tenyer, to approve Resolution 2020-6.

Ayes: Carr, Clifford, Lucas, Miller, Minner, Pizzi, Tenyer
Nays: None

Abstain: None
Absent: None
Motion: CARRIED.

President Minner presented Resolution 2020-7, A Resolution in Appreciation of Carolyn Welch Clifford, to the board for consideration. President Minner thanked Vice President Clifford for her nearly 20 years of service on the Library Board of Trustees. Ms. Clifford joined the Board in July of 2001 and has served as a passionate advocate for the library, its programs, services, and staff. She has volunteered countless hours of her time on behalf of the Library's patrons, provided wise counsel to Library leaders and the Board of Trustees, and championed the library's objectives to stimulate imagination, develop information fluency, foster lifelong learning, and create young readers. The board wishes to express its admiration and appreciation for her leadership, commitment, and years of service to the District.

President Minner moved to approve Resolution 2020-7. Treasurer Carr seconded the motion.

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

IX. GENERAL INFORMATION

VI: ADJOURNMENT

There being no further business, Vice President Clifford moved to adjourn the meeting. President Minner seconded the motion.

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

The meeting adjourned at 8:10 p.m.

Secretary