

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 March 8, 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 March 5, 2021.

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:

Scott Anderson, Village of Barrington
Josie Croll, Barrington Resident
Marie Hansen, Village of Barrington
Anne Ordway, Barrington Resident
Vicki Rakowski, 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

President Minner recognized and welcomed the guests and asked if anyone would like to address the board. No one in attendance chose to address the board at this time.

IV. APPROVAL OF THE MINUTES

President Minner asked the board to review the minutes from the February 8, 2021 Regular Board Meeting and asked if there were any additions or corrections to be made. There being none, Secretary Miller made a motion to approve the minutes as presented. The motion was seconded by Trustee Lucas.

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

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

President Minner welcomed Ms. Hansen, the Village of Barrington's Director of Development Services, to the meeting and suggested they move her presentation to the top of the order.

Ms. Hansen thanked President Minner and began her presentation on the US Route 14 Grade Separation Project. Ms. Hansen began by going over the project timeline, stating that IDOT property acquisition is slated for the Fall of 2021, followed by Project Letting (a bidding process) which is scheduled for January 2023. Construction should begin in March or April of 2023 and will take approximately 18 – 24 months. A temporary four-lane roadway will facilitate accelerated permanent roadway construction and will maintain safe travel and library access during construction.

The project will consist of permanent acquisition areas to be utilized for right-of-way improvements and temporary easements will be utilized for construction needs, such as the temporary Route 14 roadway, which will be restored to substantial conformance with the pre-construction condition.

Detention and drainage issues have been considered. A temporary storm sewer will drain and provide detention volume during construction, and detention volume will be restored on-site as feasible with the remaining amounts being incorporated in the overall project design. The Village will coordinate the detention restoration design with the Library to best coordinate permitting requirements and maintenance considerations.

The environmental considerations for this project include impacts to wetlands and the tree canopy. Grading will be designed for appropriate drainage, restoration will minimize impacts, and wetland banking will be utilized to mitigate lost area. In addition, landscape plans will focus on tree canopy restoration using diverse, native species.

The Berry Road traffic signal will be maintained during construction, and grading, paving and restoration work in proximity to the library's access drive will be coordinated with flaggers to control ingress and egress from the Library. As plans move forward, the Village will alert the Library to additional impacts as they are identified and will work to stage and schedule the work around the peak hours of the library's operation.

Ms. Hansen asked the Board if they had any questions about the project. Vice President Carr asked if there will still be a pedestrian path during and after construction and if the library's

new parking lot would survive the construction in good shape. Ms. Hansen answered yes to both questions.

Secretary Miller asked about the status of properties that need to be purchased for the project to begin. Ms. Hansen noted that five homes and one commercial property had already been purchased. However, two more homes, one commercial property, and some partial takes of property still need to be purchased by IDOT.

President Minner asked about the status of funding for the project. Ms. Hansen noted that they are awaiting the Canadian National funding to make the project whole. President Minner also asked about the exit and entrance at the Lake Zurich Road intersection. Ms. Hansen stated that the intersection at Lake Zurich Road to Route 14 will be restricted to a right turn only. However, the Village will design it to accommodate a signal light at the intersection in hopes that it will be approved. President Minner asked if the pedestrian path would be wide enough for bikes and walkers. Ms. Hansen said that it would be a shared-use path.

Trustee Lucas asked about the area where we will be losing trees. Ms. Hansen stated that the Village will put down seed or sod and add a native tree canopy once construction has concluded.

Ms. Hansen invited the Board to contact her with any additional questions and stated that preliminary renderings would be available in a few weeks. Upon the conclusion of her presentation, Ms. Hansen left the meeting.

President Minner recognized the work anniversary of the Customer Service Manager, Maggie Wake. The board asked Director Rakowski to extend their thanks to Ms. Wake for serving the library community so well for the past ten years.

President Minner acknowledged the \$50.00 donation the library received from Chapter KI of the PEO Sisterhood.

President Minner asked the Board to review the current committee assignments and to let him know if any committee adjustments need to be made before the next regular meeting.

Treasurer's Report

Treasurer Tenyer presented the financial report for February 2021. The balance brought forward was \$9,421,410.20. Revenue received in February totaled \$444,620.24, with expenditures amounting to \$500,609.00; leaving an ending balance of \$9,365,421.44. Eight months into the fiscal year, revenues are 56.96% of anticipated, and expenditures equal 52.65% of the budget.

Treasurer Tenyer asked the board if they still find the addition of the visual dashboard useful. The board agreed that it was helpful and did not suggest any changes to it at this time.

President Minner asked if there was any additional information relating to the February Financial Report. Finance Manager, Cheryl Riendeau, explained that Cook County has started distributing the levy for 2020, which accounts for the uptick in February revenue.

The Sawyer Falduto Report was briefly discussed. It was explained that the report arrives around the 8th of each month and is typically included as a part of the Financial Report. However, with the Board Meeting scheduled for March 8th, and the financial report already put together, it was decided that it would be linked under the Financial Report for the March meeting for Board Review. The Board is happy with how the Sawyer Falduto fund is performing at this time.

A motion to approve the February Financial Report and bills for payment was made by Trustee Pizzi and seconded by Vice President Carr.

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

Executive Director's Report

Director Rakowski had a busy first month with the reopening of the library in the Browse and Borrow model to a very positive customer response. Current hours of operation are Monday through Friday from 10:00 AM to 6 PM, 9 AM to 5 PM on Saturdays, and 1 PM to 5 PM on Sundays. The door count is about one-third of what it was prior to the onset of the pandemic, which is on par with the numbers we were seeing when we opened in the same model last summer.

In Service notes, customers have been enjoying the Browsing Bundles that staff members have put together. Customers fill out a form on the library's website and staff will create a custom bundle of materials according to their request. Browsing Bundles accounted for 16% of circulation in February. Customers continue to engage in virtual programming, Parking Lot Pickup, and Borrow by Mail services.

In Administrative notes, Director Rakowski met with all Administrative Staff and Department Heads to establish some short-term goals such as preparing for the integration of more in-person services, wrapping up and adjusting goals for this fiscal year, and preparing to create some strategic goals for the upcoming year.

Director Rakowski reminded Board Members to be sure to file their Statement of Economic Interest to Lake County by the May 1 deadline.

VI: REPORTS OF COMMITTEES

There were no committee reports.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

The Board reviewed Resolution 2021-1, A Resolution of the Barrington Public Library District for the Selection of Library Materials and Use of the Library Materials and Facilities. President Minner reminded the Board that this Resolution is adopted every other year.

A motion to approve Resolution 2021-1 was made by President Minner and seconded by Vice President Carr.

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

There being no further business, Vice President Carr 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 8:00 p.m.

1st Jan Miller

Secretary