

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 14, 2022 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 Gubernatorial Disaster Proclamation for the State of Illinois. Notice of this meeting was sent to the Board and the Press on March 11, 2022.

**Present and acting as trustees were:**

Carrie Carr, President  
Don Minner, Vice President  
Jennifer Lucas, Treasurer  
Jan Miller, Secretary  
Anne Ordway, Trustee  
Bill Pizzi, Trustee (entered meeting at approximately 7:03 p.m.)  
Denise Tenyer, Trustee

**Absent:**

None

**Also in attendance were:**

Jason Pinshower, Head of Operations  
Vicki Rakowski, Executive Director  
Lisa Stordahl, Office Manager

**I. CALL TO ORDER**

President Carr 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 February 14, 2022, Regular Meeting were reviewed. There were no additions or corrections. Secretary Miller made a motion to approve the meeting minutes as presented. Treasurer Lucas seconded the motion.

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

**V. MISCELLANEOUS REPORTS / BUSINESS**

## President's Report

President Carr recognized the 5-year anniversary of Hayley Schommer in Adult Services.

## Treasurer's Report

Treasurer Lucas presented the February Financial Statement. The beginning fund balance was \$10,721,713.36. Revenue received in February totaled \$752,830.85, with expenditures amounting to \$530,787.67; leaving an ending balance of \$10,943,756.54. Eight months into the fiscal year, revenues are 56.98% of anticipated, and expenditures are equal to 47.53% of the budget.

Discussion points included:

- Lake County made its final 2020 tax distribution in February and Cook County is starting to distribute its 2021 taxes.
- In the General Fund, expenditures are 55.99% of the budget, while other fund expenditures are only 27.35% of the budget due to the low spending on the renovation project thus far. The Board can expect those expenditures to increase once the projects begin. IT will begin its computer replacement project which will also increase expenditures.
- As discussed in previous meetings, we are likely to exceed our working budget for electric and gas utilities due to the volatility in those markets.

Treasurer Lucas moved to approve the Treasurer's Report and bills for payment as presented. President Carr seconded the motion.

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

Nays: None

Abstain: None

Absent: None

**Motion: CARRIED.**

## Executive Director's Report

In administrative news, Director Rakowski announced that the budget process has begun for the next fiscal year. Staff are beginning to gather quotes for work, plan budgetary needs for programming and collections, and looking into building needs for the upcoming fiscal year, including the addition of a generator.

Department Heads are working to create a proposal to present to the Personnel Committee that would provide paid time off to all library employees. Currently, staff who work less than 20 hours are not eligible for sick, vacation, or personal time. Enhancing this benefit to include all staff should help with the library's recruiting efforts as well as making it more attractive for current employees to stay longer.

Bidding is currently underway for our 2022 Network Switch equipment. The new equipment will allow our computer network to run faster and will provide greater security, replacing equipment that is no longer supported. Bids for this project will be presented at the April Board Meeting and we hope to have the project wrapped by the end of this fiscal year.

In construction news, the service drive repair project should begin once the ground thaws, most likely in April, and is expected to take four to six weeks. The interior renovation project bidding is currently underway and will be ready to present to the Board in April. Finally, our IT Manager has been working with our alarm company to create a new system that will allow us to turn off our lights at night. Our current

lighting system is left on until 1 AM to accommodate our night cleaning crew, but our new system will allow anybody working in the building after hours to now trip light sensors. We hope to have the project completed by the end of this fiscal year.

In staffing updates, we have hired our new Human Resources Manager. Julie Ary comes to us from the Schaumburg Park District and will start with us on March 28, 2022. Steve Osikowicz and Alexandria Gerace will be joining the Adult Services Department as Assistant Librarians. President Carr asked Director Rakowski to invite Ms. Ary to a future Board meeting for a meet and greet.

Director Rakowski was proud to announce that the library has been included in the Illinois Cognitive Resources Network for its efforts to become part of the Dementia Friendly Barrington Initiative. Through workshops, planning sessions, and training, we are proud to partner with other local organizations to reduce the stigma and fear around dementia for our community members. Staff are creating memory kits for customers to check out if they are experiencing memory loss and the training has helped staff learn how to help customers if they are in distress. Director Rakowski commended Librarians Sam Adams and Corinne Groble for their work on this initiative.

Customer Comments and Suggestions collected in February include:

- Customers are enjoying the seed library.
- Customers are happy to be able to book the meeting rooms at full capacity again.
- A customer suggested that the “Hold” shelf be moved to the wall behind the customer service desk. Although we are not moving the hold shelf to that exact location, the relocation of the “Holds” shelving will be included in the upcoming interior renovation project and should give customers easier access to their holds.
- A customer thought it was unfortunate that we do not take donations of old books. Director Rakowski noted that when customers ask about this we provide a list of local organizations that will take donated books. Treasurer Lucas wanted to be sure that Scarce.org, located in Addison, was among the organizations listed as they will take any type or age of book.

With tax season underway, Director Rakowski noted that tax forms are no longer mailed to the library for disbursement. However, library staff is happy to help customers find and print any tax forms they may need.

## **VI. REPORTS OF COMMITTEES**

Director Rakowski will reach out to the Personnel Committee to schedule a date for a meeting between now and the next Board meeting. Topics will include a Paid Time off Proposal and the process of Director Rakowski’s annual evaluation.

## **VII. OLD BUSINESS**

The Board reviewed the Amendment to AIA document A134 with Shales McNutt for construction management services. Trustee Pizzi made a motion to accept the Amendment to the AIA Document A134 with Shales McNutt for preconstruction services in an amount not to exceed \$15,700.00 and to authorize the Executive Director to sign the amendment on the Board’s behalf. Trustee Ordway seconded the motion.

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

**Motion: CARRIED.**

The Board reviewed the contract with A. Lamp Concrete. Vice President Minner made a motion to approve the contract with A. Lamp Concrete for the service drive repair project in an amount not to exceed \$214,884.00 and to authorize the Executive Director to sign on the Board's behalf. The motion was seconded by Trustee Tenyer.

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

Nays: None

Abstain: None

Absent: None

**Motion: CARRIED.**

**VIII. NEW BUSINESS**

Head of Operations, Jason Pinshower, presented the five landscape proposals received by the library for Landscape Maintenance Services. Mr. Pinshower recommended that the Board go with Doering Landscape Company. They are a local company in Lake Barrington, had really great references, and were by far the least expensive option. Trustee Pizzi made a motion to accept the contract proposal from Doering Landscaping for Landscape Maintenance in amount not to exceed \$13,800.00 with additional services not to exceed \$8,345.00, and to authorize the Executive Director to sign the contract on the Board's behalf. The motion was seconded by Trustee Ordway.

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

Nays: None

Abstain: None

Absent: None

**Motion: CARRIED.**

**IX. GENERAL INFORMATION**

President Carr announced that the April Board Meeting will be in person unless anyone objects. The meeting will take place in the Meeting Room and trustees will be spaced out. We hope to use the Zimmerman Room for Board Meetings beginning in May.

**VI: ADJOURNMENT**

There being no further business, a motion to adjourn the meeting was made by Trustee Tenyer and seconded by President Carr.

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

Nays: None

Abstain: None

Absent: None

**Motion: CARRIED.**

The meeting adjourned at 7:37 p.m.

*1s/ Jan Miller*  
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Secretary