

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 October 9, 2017, at 7:00 p.m. in the Conference Room of the Barrington Area Library pursuant to notices sent to the board and the press on October 6, 2017.

Present and acting as trustees were:

Donald F. Minner, President  
Carolyn Clifford, Vice President  
Carrie Carr, Treasurer  
Barbara Pintozzi, Secretary

Absent were:

Denise Peters  
William J. Pizzi  
Denise Tenyer

Also in attendance were:

Vicki Rakowski, Executive Director, pro tem  
Judy Walther, McClure, Inserra, & Company  
Lisa Stordahl, Office Manager  
Melinda Lomas, village resident

President Minner called the meeting to order, acknowledged all present, and asked if anyone would like to address the board. Ms. Lomas greeted the board and let them know that she was in attendance to show her support of the village's Lake Zurich Road Realignment Proposal. Ms. Lomas also mentioned that she was impressed with the milestone badges that library employees earn that denote their years of service. She also suggested that we look into having the handicap button at the entrance looked at as she noticed a patron was having a difficult time pushing it. The board thanked her for letting them know. Ms. Rakowski said that she would have our Building Services Manager check into it right away.

President Minner asked the board to take a few minutes to look over the minutes listed below:

- Regular Meeting of September 11, 2017
- Committee of the Whole Meeting of September 20, 2017
- Committee of the Whole Executive Session Minutes of September 20, 2017
- Special Meeting of October 2, 2017
- Special Meeting Executive Session of October 2, 2017
- Special Meeting of October 6, 2017
- Special Meeting Executive Session Meeting of October 6, 2017

President Minner asked if there were any questions on the minutes of the Regular Meeting of September 11, 2017. A correction was suggested and made. President Minner moved, and Ms. Carr seconded to approve the minutes as corrected. All voted aye.

Motion: CARRIED

President Minner asked if there were any questions on the minutes of the Committee of the Whole Meeting of September 20, 2017. Corrections were suggested and made. President Minner moved, and Ms. Pintozzi seconded to approve the minutes as corrected. All voted aye.

Motion: CARRIED

President Minner asked if there were any questions on the minutes of the Committee of the Whole Executive Session Meeting of September 20, 2017. A correction was suggested and made. President Minner moved, and Ms. Carr seconded to approve the minutes as corrected. All voted aye.

Motion: CARRIED

President Minner asked if there were any questions on the minutes of the Special Meeting of October 2, 2017. A correction was suggested and made. Ms. Clifford moved, and Ms. Carr seconded to approve the minutes as corrected. All voted aye.

Motion: CARRIED

President Minner asked if there were any questions on the minutes of the Special Executive Session Meeting of October 2, 2017. A correction was suggested and made. Ms. Clifford moved, and Ms. Carr seconded to approve the minutes as corrected. All voted aye.

Motion: CARRIED

President Minner asked if there were any questions on the minutes of the Special Meeting of October 6, 2017. A correction was suggested and made. President Minner moved, and Ms. Clifford seconded to approve the minutes as corrected. All voted aye.

Motion: CARRIED

President Minner asked if there were any questions on the minutes of the Special Executive Session Meeting of October 6, 2017. There were none. President Minner moved, and Ms. Carr seconded to approve the minutes as submitted. All voted aye.

Motion: CARRIED

Judy Walther from McClure, Inserra, & Company, Chartered distributed the management letter and the audited financial statements for the fiscal year ending June 30, 2017 for the board's review. Each section of the report was reviewed and Ms. Walther answered questions from the Trustees. Ms. Walther noted that the state may require the library to change from cash basis accounting to accrual basis accounting by the 2019 fiscal year, but recommended that we wait to see if the law changes before we make any changes. Ms. Walther stated that the audit ran smoothly and that the Barrington Area Library received a clean opinion. Ms. Carr moved to accept the audit as presented. Ms. Clifford seconded the motion.

Ayes: Minner, Clifford, Carr, Pintozzi

Nays: None

Absent: Peters, Pizzi, Tenyer

Motion: CARRIED.

Ms. Walther left the meeting.

President Minner congratulated Lisa Dockery, Interlibrary Loan Assistant; Brent Michalski, Customer Service Senior Associate; and Mitch Walker, Youth Services Librarian, on their ten-year work anniversaries. The board was impressed with their longevity and commented that all three individuals are great assets to the library.

Ms. Carr presented the Treasurer's report. Beginning balance was \$7,515,980.64 with receipts of \$1,549,396.34 and expenditures of \$541,486.28; leaving an ending balance of \$8,523,890.70. Three months into the fiscal year, revenues are 43.81% of anticipated and expenditures are at 19.33% of the budget. Ms. Carr moved to approve the Treasurer's report and bills for payment as presented. Ms. Pintozzi seconded the motion.

Ayes: Minner, Clifford, Carr, Pintozzi  
Nays: None  
Absent: Peters, Pizzi, Tenyer  
Motion: CARRIED.

Ms. Carr reported on the Budget, Finance, and Levy Committee Meeting of October 9, 2017. The committee recommended to levy three percent over our extension to ensure capturing new property. The committee moved to set the Levy at three percent, setting the total at \$7,112,197.

Ayes: Minner, Clifford, Carr, Pintozzi  
Nays: None  
Absent: Peters, Pizzi, Tenyer  
Motion: CARRIED.

The date for adopting the Levy was set for November 13, 2017.

Ms. Clifford reported on the Personnel Committee Meeting of October 9, 2017. The committee recommended that a new position, Digital Media Specialist, be created. This will be a full time position at paygrade eleven, but is unique in that it will not require a Master's Degree in Library Science. A successful candidate will have experience working with maker space technologies, and will develop, teach, and promote innovative technology and maker programs within the library and community. The committee moved to create the position of Digital Media Specialist at paygrade eleven.

Ayes: Minner, Clifford, Carr, Pintozzi  
Nays: None  
Absent: Peters, Pizzi, Tenyer  
Motion: CARRIED.

In the Director's report, Ms. Rakowski updated the board on the parking lot project that is set to begin October 12 and continue through October 16. She noted that the closure of library has been well publicized, and that although the building is closed, the staff will be out in the community as well as in the building taking care of phone calls and remote deliveries. The board asked if there were any other big projects on the horizon. Ms. Rakowski mentioned that once the parking lot project is complete, the next big project will be to replace windows, as many are leaking. There is also some work to be done to update the heating/cooling system. Both are big projects, but neither would be tackled during this fiscal year.

Ms. Rakowski thanked the board members for all the time and attention that they have devoted to the search for a new Executive Director. Ms. Rakowski noted that she is confident that a great candidate is out there and will be the right person to continue leading the library and staff in a forward direction. After reviewing the two tentative timelines presented by Bradbury Miller Associates, President Minner asked Ms. Rakowski to contact Bradbury Miller Associates and ask for a slightly revised timeline that would stay away from the weeks of December 18 through January 6 to accommodate the holiday season.

Lastly, Ms. Rakowski informed the board that she will be providing a link via email with access to a library safety video. This training is one of the requirements of this year's Per Capita Grant.

There being no further business, Ms. Carr moved, and Ms. Clifford seconded to adjourn.

Ayes: Minner, Clifford, Carr, Pintozzi  
Nays: None  
Absent: Peters, Pizzi, Tenyer  
Motion: CARRIED.

Adjournment was at 8:05 p.m.

A handwritten signature in cursive script, reading "Barbara Pintozzi", written over a horizontal line.

Secretary