

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 June 8, 2015, 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 June 5, 2015.

Present and acting as trustees were:

Donald F. Minner, President
Carolyn Welch Clifford, Vice President
Carrie F. Carr
Denise Devereux Peters
Denise Tenyer
William J. Pizzi

Absent was:

Barbara Pintozzi, Secretary

Also in attendance were:

Detlev Pansch, Executive Director
Richard J. Ryan, President Emeritus
Karen McBride, Public Information Manager
Donna Searle, Staff

President Minner called the meeting to order and asked if there were questions on the minutes of the May 11 Regular Meeting. There were none. Mr. Minner moved, and Ms. Carr seconded, to approve the minutes of May 11 as presented.

Ayes: Minner, Clifford, Carr, Peters, Pizzi, Tenyer
Nays: 0
Absent: Pintozzi
Motion: CARRIED.

President Minner welcomed the new trustees to the board. The oath of office was administered to the two trustees recently elected; Ms. Peters and Ms. Tenyer.

The organization of the board followed. Mr. Minner moved, and Mr. Pizzi seconded, to nominate Ms. Carr as Treasurer of the Board.

Ayes: Minner, Clifford, Carr, Peters, Pizzi, Tenyer
Nays: 0
Absent: Pintozzi
Motion: CARRIED.

Mr. Minner moved, and Ms. Clifford seconded, to nominate Ms. Pintozzi as Secretary of the Board.

Ayes: Minner, Clifford, Carr, Peters, Pizzi, Tenyer
Nays: 0
Absent: Pintozzi

Motion: CARRIED.

Mr. Minner moved, and Mr. Pizzi seconded, to nominate Ms. Clifford as Vice President of the Board.

Ayes: Minner, Clifford, Carr, Peters, Pizzi, Tenyer
Nays: 0
Absent: Pintozzi
Motion: CARRIED.

Ms. Clifford moved, and Ms. Carr seconded, to nominate Mr. Minner as President of the Board.

Ayes: Minner, Clifford, Carr, Peters, Pizzi, Tenyer
Nays: 0
Absent: Pintozzi
Motion: CARRIED.

President Minner requested that the trustees review committee assignments to let him know their strengths and on which committees they would like to serve. The committees may need to be reorganized.

President Minner congratulated Jesse Rahden on her upcoming fifth work anniversary. He stated that he appreciates her time and attention to the library.

Ms. McBride then gave a presentation explaining the three main areas which she manages as Public Information Manager; including communications, branding, and the overall "public face" for the library. Ms. McBride stated the library website receives an average of 60,000 hits per month. The quarterly Check It Out newsletter has 780 print and e-mail subscribers, with an additional 1700 copies picked up in-house at the library. In the current fiscal year, the library sent out 31 weekly e-newsletters to a mailing list of 7140, twelve monthly Just for Kids e-newsletters to a mailing list of 199, eight Business Blasts to a mailing list of 50, and six Lanny Ori Book Group Letters to a mailing list of 50. Ms. McBride follows up on the success of these communications by watching program registration to monitor the effects of these mailings.

Ms. McBride also manages the library's Social Media presence with Twitter at 450-520 tweets per month and 2,218 followers, and Facebook with a daily reach of up to 2,000 people. She controls the library Digital Display system which includes the Community Information Screens as well as the Youth Services, Media Browsing, Adult Services and Customer Service screens, and the screen at South Branch. There have been 204 requests to display events on the Community Information screen to date for Fiscal Year 2014/2015.

Library branding is also managed by Ms. McBride. Ms. Clifford commended Ms. McBride for the great feedback she has received regarding branding. Ms. McBride noted that she is currently working on details for the library's participation in the Barrington 4th of July Parade and for the Library Centennial in the fall. President Minner thanked Ms. McBride for an incredible job.

Ordinance 2015-2, the schedule of Regular Meetings of the Board of Library Trustees for the fiscal year July 1, 2015 to June 30, 2016 was reviewed. Ms. Clifford moved, and Ms. Carr seconded, to adopt Ordinance 2015-2.

Ayes: Minner, Clifford, Carr, Peters, Pizzi, Tenyer
Nays: 0
Absent: Pintozzi
Motion: CARRIED.

Ordinance 2015-3, an Ordinance adopting the prevailing wage rate for laborers, workers and mechanics employed on any public works of the Barrington Public Library District was reviewed. Mr. Minner moved, and Ms. Tenyer seconded, to adopt Ordinance 2015-3.

Ayes: Minner, Clifford, Carr, Peters, Pizzi, Tenyer
Nays: 0
Absent: Pintozzi
Motion: CARRIED.

Resolution 2015-3, the Annual Resolution authorizing public library district non-resident cards was reviewed. Ms. Clifford moved, and Mr. Minner seconded, to adopt Resolution 2015-3.

Ayes: Minner, Clifford, Carr, Peters, Pizzi, Tenyer
Nays: 0
Absent: Pintozzi
Motion: CARRIED.

Director Pansch made the recommendation to engage auditor McClure, Inserra & Company, Chartered. They have a long history with the library and have served the library well. Mr. Minner moved, and Mr. Pizzi seconded, to engage this firm for the 2015 audit.

Ayes: Minner, Clifford, Carr, Peters, Pizzi, Tenyer
Nays: 0
Absent: Pintozzi
Motion: CARRIED.

Ms. Carr presented the Treasurer's report. Beginning balance was \$4,403,703.52 with receipts of \$188,708.73 and expenditures of \$633,352.02; leaving an ending balance of \$3,959,060.23. This ending balance is \$768,843.39 less than that of one year ago.

Mr. Pizzi moved, and Mr. Minner seconded, to approve the Treasurer's report and bills for payment as presented.

Ayes: Minner, Clifford, Carr, Peters, Pizzi, Tenyer
Nays: 0
Absent: Pintozzi
Motion: CARRIED.

Director Pansch proposed the use of Murphy & Miller for HVAC maintenance. Edwards, which the library has used in the past, cannot support the Carrier equipment in the library. A quote was also received from M G Mechanical.

Ms. Clifford moved, and Mr. Minner seconded, to approve the use of Murphy & Miller for HVAC maintenance.

Ayes: Minner, Clifford, Carr, Peters, Pizzi, Tenyer

Nays: 0
Absent: Pintozzi
Motion: CARRIED.

Director Pansch discussed the reclassification of a staff position from Network Support Specialist to Information Technology Manager, pay grade 13. Tom Nielsen, who currently holds the position, will now be supervising three employees.

Director Pansch reported on the beginning of Summer Library Club, and the successful kick-off celebration. He noted that the library had just completed the Finals Café, with continued large turnout. Director Pansch announced that Business Liaison Barbara Alvarez had been nominated for the Athena Award, which is a great honor. He added that during June, work will be completed on the three percent merit pool and budgeting for July.

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

Ayes: Minner, Clifford, Carr, Peters, Pizzi, Tenyer
Nays: 0
Absent: Pintozzi
Motion: CARRIED.

Adjournment was at 7:50 p.m.



Carrie F. Carr, Secretary Pro tem