

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 May 14, 2018, 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 May 11, 2018.

Present and acting as trustees were:

Donald F. Minner, President
Carolyn Welch Clifford, Vice President
Carrie F. Carr, Treasurer
Barbara Pintozzi, Secretary
Denise Peters
William J. Pizzi
Denise Tenyer

Staff in attendance were:

Jesse Henning, Executive Director
Vicki Rakowski, Head of Operations
Lisa Stordahl, Office Manager

President Minner called the meeting to order and asked the board to review the minutes from the Regular Meeting of April 9, 2018 and the Special Meeting of April 23, 2018.

President Minner asked if there were any questions or corrections to the minutes of the Regular Meeting of April 9. There was none. A motion to approve the minutes from the Regular Meeting of April 9 was made by Ms. Tenyer and seconded by Ms. Pintozzi. **The motion passed unanimously.**

President Minner asked if there were any questions or corrections to the minutes of the Special Meeting of April 23. Ms. Pintozzi asked for a slight correction to the minutes, which was made. Mr. Pizzi moved to approve the minutes of the Special Meeting of April 23 as corrected. Ms. Peters seconded the motion. **The motion passed unanimously.**

President Minner recognized Sophia Zalewski, of Material Services, for her fifteen years of service. The Board asked Director Henning to thank her on the board's behalf.

President Minner made the recommendation to engage the auditor McClure, Inserra & Company, Chartered. The library has been using them for many years and they have served the library well. President Minner moved, and Ms. Clifford seconded, to engage McClure, Inserra & Company for the 2018 audit not to exceed the amount of \$12,000.

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

Absent: 0
Motion: CARRIED.

Ms. Carr presented the Treasurer's report. The beginning balance was \$7,530,000.17 with receipts of \$99,005.62 and expenditures of \$498,113.44; leaving an ending balance of \$7,130,892.35. Ten months into the fiscal year, revenues are 76.65% of anticipated and year-to-date expenditures are 67.48% of budget. Ms. Clifford suggested that it would be nice to have the library's investment firm, Sawyer Falduto, out to give a "Financials 101" presentation to the board, including information informing the board about the pros and cons of investing in CDs versus a portfolio. Director Henning said that could be arranged. Mr. Pizzi moved to approve the Treasurer's report and bills for payment as presented. Miss Pintozzi seconded the motion.

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

Director Henning told the board that he has had a great start to his tenure at the Barrington Area Library and updated the board on what he has been doing since his arrival. He mentioned that his recent presentation at the Town Hall Meeting was well received and that folks were excited to hear about all the great things going on at the library. He has met with Ed Gansz of the Garlands, and a representative of RAILS, and will soon meet with someone from Harper College. In addition, he has completed both the FOIA and Open Meetings Act Training for the state of Illinois, and has met with all of his direct reports at the library and is beginning to work on performance appraisals.

Upcoming goals for Director Henning include meeting with each of the board members and every staff member before the end of the calendar year. He would also like to introduce himself to all of our constituent municipalities with an end goal of making an appearance at some of those meetings to represent the library and explain what we do. Director Henning also discussed the upcoming "Director's University" training that he would like to attend in June, which caters to new directors and directors new to Illinois Public Libraries. Topics will include library and employment law, policies, budgeting, community partnerships, and Illinois State Library competencies. The board agreed it would be a great learning experience and encouraged him to attend.

Director Henning notified the board of two recent and very successful library programs. Adult Services hosted "Spring Fling with the Meteors", a Second Fridays event that had over 170 people in attendance. The band was great and people were dancing in the atrium. Pizza and donuts were served and enjoyed by all. In addition, Youth Services hosted Story Fest, which featured author Aaron Reynolds. Children enjoyed interactive performances and hands on story activities.

Director Henning reported that he had recently met with the library's insurance provider to discuss the renewal of policies for the upcoming fiscal year. Due to a few worker's compensation claims in recent years, the library has been assigned to a higher risk policy, which is in a more expensive tier. The board asked if there was anything that could be done to lessen the frequency

of work injuries. Ms. Rakowski assured them that the incidents were random occurrences that did not take place around a particular task or area in the building, and that we adhere to safety standards and provide safety training as recommended. Director Henning asked the board for approval to sign the new contract. Ms. Carr moved and Ms. Tenyer seconded the motion to have Director Henning sign the contract to renew the Workman's Compensation Insurance.

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

Director Henning discussed the Merit Raise Pool and Pay Grade Lane Increases. After researching what other libraries in the area are doing and consulting with the Management Association, Director Henning recommended an average of a three percent raise to the merit raise pool and a two percent increase of the pay grade lanes. Director Henning reported that the lane increase affects primarily the newest employees and the employees at the top end of their salary lane. Director Henning noted that all staff are reviewed annually in June and that any pay raise would be effective July 2018. Ms. Clifford moved to approve the merit raise pool and pay grade lane increases as presented by Director Henning. Mr. Pizzi seconded the motion.

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

Director Henning discussed the bids for the parking lot renovation project. After reviewing the bids, Mr. Bill Wilson of Shales McNutt, recommended that Cary Electric be hired for the scope of work relating to the electrical work, and that Abby Paving be hired to take care of the concrete and asphalt work in the parking lot based on the result of the open bidding process. Director Henning noted that the project will take three to four weeks and will be done in phases to lessen the impact to library users. Construction will begin prior to June and library customers will be notified in advance. Vice President Clifford moved to award the electrical contract to Cary Electric, the concrete and asphalt work to Abby Paving, and to approve the parking lot renovation project not to exceed \$450,000. The motion was seconded by Ms. Carr.

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

There being no old or new business, Ms. Carr moved to adjourn the meeting. Ms. Peters seconded the motion. **The motion passed unanimously.**

Adjournment was at 8:10 p.m.


Secretary