

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 August 9, 2021, at 7:00 p.m. in Meeting Room A at the Barrington Area Library.

Notice of this meeting was sent to the Board and the Press on August 6, 2021.

**Present and acting as trustees:**

Carrie Carr  
Jennifer Lucas  
Jan Miller  
Don Minner  
Anne Ordway  
Bill Pizzi  
Denise Tenyer

**Absent:**

None

**Also in attendance:**

Kevin Harris, Representing Martin McLaughlin's Office

Vicki Rakowski, Executive Director  
Cheryl Riendeau, Finance Manager  
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**

President Carr welcomed everyone to the meeting. Mr. Kevin Harris asked to address the board. Mr. Harris was here on behalf of Martin McLaughlin, State Representative of the 52<sup>nd</sup> District, who wanted the board to know that his office is open and available to them if they need anything. He thanked the board for their time and left an information sheet with contact information including the address and phone number to Representative McLaughlin's local office.

#### **IV. APPROVAL OF THE MINUTES**

The minutes from the July 12, 2021 Regular Meeting were reviewed. President Carr asked if there were any questions or corrections to the minutes as presented. A Trustee asked if others recalled hearing specific dollar amounts mentioned during the discussion regarding employee health care benefits. Others confirmed that they did hear specific dollar amounts, although they noted it was a quick part of the conversation. As such, no corrections were made to the minutes. A motion to approve the Regular Meeting minutes as presented was made by President Carr and seconded by Vice President Minner.

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

#### **V. MISCELLANEOUS REPORTS / BUSINESS**

##### **President's Report**

President Carr announced the milestone anniversaries of the following staff members:

- Holly Koepsel, Customer Service, 5 years
- Elizabeth Morris, Technical Services Librarian, 15 years
- Richard Polomsky, Material Services, 20 years
- Kurt Zemla, Building Services, 5 years

The board is thankful for their dedication and years of service.

President Carr acknowledged the generous donation from Barbara Hammond, Pamela Leutz, and Jack Train, in memory of their mother, Virginia Train. A beautiful and heartfelt note accompanied the donation and the board was touched. Along with many staff members, Vice President Minner remembers Mrs. Train fondly. She will be missed.

##### **Treasurer's Report**

Treasurer Lucas presented the Treasurer's report. The beginning balance was \$10,542,636.90 with receipts of \$176,793.78 and expenditures of \$519,371.51; leaving an ending balance of \$10,200,059.17. One month into the new fiscal year, revenues were 2.16% of anticipated and expenditures were 5.79 % of the budget.

It was noted that the salary line is a bit higher than normal this month due to there being three pay periods this July. This line will stabilize in the coming months. In addition, the Treasurer, Finance Manager, and Executive Director will be working to create a new financial dashboard to replace the old one as it seemed to be causing some confusion.

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

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

Nays: None  
Abstain: None  
Absent: None  
**Motion: CARRIED.**

### **Executive Director's Report**

Director Rakowski informed the board that the annual audit is in progress and all participating departments are working to provide any documentation the auditor needs. She noted that the auditing firm, McClure Inserra, has merged with ATA Group, LLP. When the auditor appears before the board with the results of the audit, she will do so under the firm's new name. President Carr noted that she had spoken with Judy, the auditor, who was very impressed with our automated processes for purchases and approvals.

Director Rakowski suggested that the Policy Committee should plan to get together sometime in the fall to update our Lost or Damaged Materials policy and our Temporary Restore Illinois Safety Amendment Policy, which is tied to recovery phases.

In construction news, Engberg Anderson and GEOCON have started their work on preparing for construction on the service ramp. The MakerLab is nearly complete with all tools and machines returned to the room. Digital Services Staff continue to run customers' projects, which has been working well. The concrete base has been poured for the damaged light pole and we are waiting for the electricians to install the pole itself. Supply chain and labor issues continue to stretch this project out longer than anticipated.

The library has reinstated its mask policy in response to Lake County's recent order for all government buildings to require masks for visitors, regardless of vaccination status, due to the spread of the Covid-19 Delta variant. Library Management continues to keep a close eye on any other changes the state and county may enact.

Services continue to be well utilized by the public. We are still on target to bring Meeting Rooms back to the public in September, and study rooms continue to be heavily used by our customers.

The Teaching Garden's rescheduled Grand Opening was well-attended and well-received. It was a pleasure to acknowledge our partners, The Barrington Breakfast Rotary, and the North Cook County Master Gardeners.

### **VI. REPORTS OF COMMITTEES**

Audit - Trustee Pizzi noted that he and Trustee Ordway had completed the annual Secretary's Audit and that all of the necessary documents and records for the past fiscal year were complete and in order.

Long-Range Planning - The Chairperson of the Long Range Planning Committee, Secretary Miller, stated that she had met with Director Rakowski to review the library's Master Plan, which was created before the onset of the pandemic. Director Rakowski will invite Sean Kelly, the Library's Architect to a future meeting to review the document with the current board so

that the Long Range Planning Committee can decide what they would like to focus on moving forward.

## **VII. OLD BUSINESS**

None

## **VIII. NEW BUSINESS**

Director Rakowski presented information from the 2020/2021 IPLAR Report. Each year, all public libraries in Illinois must submit the requested statistics to the Illinois State Library, which in turn use the data to participate in the national Public Library Survey for the Institute of Museum and Library Services. The IPLAR Report provides an annual snapshot of our library's collections, space, programs, and technology. New to this year's IPLAR Report were questions relating to Covid-19 and capital repairs.

Trustee Tenyer made a motion to approve the Fiscal Year 2021 IPLAR report and authorize the Executive Director to electronically sign on the board's behalf and submit it to the Illinois State Library. Vice President Minner seconded the motion.

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

Nays: None

Abstain: None

Absent: None

**Motion: CARRIED.**

The board reviewed Resolution 2021-3, A Resolution Authorizing Intervention in Proceedings Before the State of Illinois Property Tax Appeal Board. Director Rakowski explained that this is a Resolution created by our attorneys at Klein, Thorpe, & Jenkins that allows them to intervene in PTAB appeals. It was noted that all PTAB appeals go to our attorney and that it is very rare for us to intervene in any such appeals.

Vice President Minner made a motion to approve Resolution 2021-3. The motion was seconded by Trustee Tenyer.

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

Nays: None

Abstain: None

Absent: None

**Motion: CARRIED.**

The board reviewed the letter received from the Lake County State's Attorney, regarding Public Act 101-0652, otherwise known as the SAFE-T Act. Director Rakowski explained that this was a new law requiring local units of government to designate an Auditing Official for any whistleblowing claims. After consulting the library's attorney, Director Rakowski suggested we take our attorney's recommendation to name the State's Attorney as the Library's Auditing Official. President Carr made a motion to appoint the State's Attorney as the Auditing Official for Public Act 101-0652. Treasurer Lucas seconded the motion.

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

Nays: None  
Abstain: None  
Absent: None  
**Motion: CARRIED.**

The Board discussed the Deer Park Resolution 2021-08 and the Village Center TIF Redevelopment Projects. Director Rakowski stated that the board does not need to take action on either item at this time. Both documents will be passed on to the library's attorney for their opinions on the matters. Director Rakowski will attend the Village Center TIF Informational Meeting on August 16, 2021, and will report back to the board with what she learns.

**IX. GENERAL INFORMATION**

Trustee Tenyer commended Karen McBride, the Library's Public Information Manager, on the outstanding work she is doing with the Library's Social Media presence. She noted that the messages are warm and welcoming, as well as timely and always on target. Director Rakowski said she would pass the commendation along to Ms. McBride.

**X: ADJOURNMENT**

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

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

The meeting adjourned at 7:40 p.m.

  
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Secretary