

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 12, 2020 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 July 24, 2020 Gubernatorial Disaster Proclamation for the State of Illinois. Notice of this meeting was sent to the board and the press on October 9, 2020.

Present and acting as trustees were:

Don Minner, President
Carrie F. Carr, Treasurer
Denise Tenyer, Secretary
Jennifer Lucas
Jan Miller
Bill Pizzi

Also in attendance were:

Jesse Henning, Executive Director
Cheryl Riendeau, Finance Manager
Lisa Stordahl, Office Manager
Judy Walther, McClure, Inserra Chartered

I. CALL TO ORDER

President Minner 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.

President Minner welcomed the auditor, Ms. Judy Walther, from McClure Inserra & Company Chartered. Ms. Walther discussed the Audit Report and management letter for the fiscal year ending June 30, 2020. Each section of the report was reviewed. Ms. Walther noted that the audit ran smoothly and that the library received a clean opinion. At the conclusion of her presentation, President Minner thanked Ms. Walther for her time and made a motion to accept the audit as presented. Treasurer Carr seconded the motion. Ms. Walther left the meeting.

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

IV. APPROVAL OF THE MINUTES

The minutes from the September 14th Regular Meeting were reviewed. Trustee Miller noted that the sentence containing the motion to adjourn contained an error. The correction was made and a motion to approve the meeting minutes as corrected was made by President Minner and seconded by Trustee Miller.

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

Nays: None

Abstain: None

Absent: None

Motion: CARRIED.

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

President Minner announced the twenty-year anniversary of Heidi Pilipuf in Customer Service, and the five-year anniversary of Beverly Grybas in Material Services. Director Henning was asked to thank them for their service and dedication to the library on behalf of the Board of Trustees.

Treasurer's Report

Treasurer Carr presented the September Financial Statement. The beginning balance was \$9,879,104.62. Revenue received in September totaled \$1,126,186.14 with expenditures amounting to \$614,782.60; leaving an ending balance of \$10,390,508.16. Three months into the fiscal year, revenues are 36.89% of anticipated, and expenditures are equal to 20.51% of the budget.

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

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

Nays: None

Abstain: None

Absent: None

Motion: CARRIED.

Executive Director's Report

Director Henning reported that landscaping for the teaching garden is now underway, and that the punch list for the parking lot and canopy construction is now complete.

In service notes, the library has received very positive public feedback since implementing our fine-free policy. Public access computer use has begun and will be increased to one hour sessions, with one session extension allowed, to better suit customers' needs. Computer stations will continue to be cleaned between uses. Our new Borrow By Mail service has started for in-district customers and will eventually replace Parking Lot Pickup as a more cost-effective way to get materials to customers who are not comfortable entering the library due to the ongoing pandemic. The library plans to reopen Study Rooms beginning the week of October 26th as long as the IDPH numbers continue to look stable. The Study Rooms use will be open at a limited capacity for shorter intervals. This slightly shortened and structured reservation system will allow the public to access the study rooms safely and will allow a 15 minute break for staff to clean the rooms between uses.

Director Henning discussed how door count in the time of COVID-19 is no longer a good way to measure the success of the library. Instead, the leadership team is looking at metrics such as reach and visit efficiency. Reach is defined as the number of unique library users in a given time period and can be broken into digital reach and physical reach. Our digital reach, customers using Overdrive and other digital platforms, is up 19.5%, while our physical reach is up 37.6%. Total reach in September, excluding overlap, is up 25% from last month. Customers continue to make efficient visits by checking out an average of 4.58 items per visit.

Director Henning represented the library in many community meetings throughout September including the Village of Barrington, the Healthier Barrington Coalition, and the Community Health Council. In addition, the Memorandum of Understanding has been finalized with the Barrington Breakfast Rotary Club and a ceremony of recognition is being planned for their support of the Teaching Garden.

VI. REPORTS OF COMMITTEES

Treasurer Carr reported on the Budget, Finance, and Levy Committee Meeting that occurred just prior to the start of the regular meeting. The committee recommended levying 4.95 percent over our extension to ensure capturing new property, and moved to set the Levy at \$7,940,461.00. The adoption date for the Levy was set for November 9, 2020.

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

VII. OLD BUSINESS

In old business, Trustee Pizzi expressed an interest in programs surrounding banned books; specifically banned books that have become classics. Director Henning said he would discuss the idea with the head of adult services and programming staff.

VIII. NEW BUSINESS

The Board considered what they would like to do regarding the recent trustee vacancy. President Minner suggested waiting to fill the seat as the election is so near. The board agreed, stating it made sense to let the voters decide who should fill the empty seat.

President Minner made a motion for the Board to leave the open seat vacant until the upcoming election. Trustee Pizzi seconded the motion.

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

The departure of Carolyn Clifford left a vacancy in the structure of the Board Officers. To remedy this, President Minner made a motion to nominate Carrie Carr to fill the role of Vice President effective December 1, 2020. There were no other nominations for this position. Trustee Pizzi seconded the motion.

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

Moving Ms. Carr to Vice President leaves a vacancy in the position of Board Treasurer. President Minner made a motion to nominate Denise Tenyer to the position of Treasurer of the Board of Trustees effective December 1, 2020. There were no other nominations for this position. Trustee Lucas seconded the motion.

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

President Minner made a motion to nominate Jan Miller to fill the vacancy in the position of Board Secretary effective December 1, 2020. There were no other nominations for this position. Treasurer Carr seconded the motion.

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

IX. GENERAL INFORMATION

VI: ADJOURNMENT

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

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

The meeting adjourned at 8:07 p.m.

Isl Denise Tenyer

Secretary