

BARRINGTON PUBLIC LIBRARY DISTRICT

REGULAR MEETING MINUTES

November 13, 2023, 7 PM

Zimmerman Room

I. CALL TO ORDER

President Carr called the meeting to order at 7:07 PM.

II. ROLL CALL

Trustees Present: Carr, Cunningham, Lucas, McGrath, Miller, Ordway, Prigge

A quorum is present.

Staff Present: Executive Director Jason Pinshower, J. Ary, J. Katsion, L. Rosenthal, L. Stordahl

Guests in attendance:

Chris Damsch, Shales McNutt; K. Cullen, J. Kim, J. Juarez, B. Lutua, V. Lai, E. Grigsen, M. Lai, K. Lyon, E. Goss, L. Davis

III. AUDIENCE RECOGNITION AND PUBLIC COMMENT

Public Comment was held. No one present wished to address the Board.

President Carr moved the Consideration of Renovation Bids to the top of the agenda. Mr. Damsch presented the recommendation from Shales McNutt Construction Services. He noted that there were eight separate bid packages, and that scope and schedules were reviewed with the bid winners. Mr. Damsch answered questions from the Board regarding the project.

Motion by Treasurer Lucas to accept the recommendation from Shales McNutt Construction Services to award contracts for the Administration, Maker Space, and Generator Projects to Johler Demolition, Hargrave Builders, Benchmark Flooring, DES Painting, Automatic Fire, JL Wagner, Dekalb Mechanical and Carey Electric in an amount not to exceed \$1,735,826 and to allow the Executive Director to sign on the Board's behalf.

Second: Trustee Prigge

Ayes: Carr, Cunningham, Lucas, McGrath, Miller, Ordway, Prigge

Nays: None

Absent: None

Abstain: None

Motion: CARRIED.

Mr. Damsch left the meeting at 7:15 PM.

IV. APPROVAL OF MINUTES

Motion by Secretary Ordway to approve the Regular Meeting Minutes as presented.

Second: Vice President Miller

Ayes: Carr, Cunningham, Lucas, McGrath, Miller, Ordway, Prigge

Nays: None

Absent: None

Abstain: None

Motion: CARRIED.

The Budget Committee Meeting Minutes of October 9th were reviewed and discussed.

Motion by Secretary Ordway to redraft the minutes in accordance with the Trustee Bylaws and Robert's Rules of Order for approval at the December Regular Meeting.

Second: Vice President Miller

Ayes: Carr, Cunningham, Lucas, McGrath, Miller, Ordway, Prigge

Nays: None

Absent: None

Abstain: None

Motion: CARRIED.

V. MISCELLANEOUS REPORTS/BUSINESS

President

The following staff anniversaries were recognized:

- Michael Campagna, Digital Services Manager, 15 years
- Lisa Stordahl, Business and Records Services Manager, 10 years
- Zani Kola, Building Services, 5 years
- Dominick Tortorice, Material Services, 5 years

President Carr appointed Jennifer Lucas to the Outdoor Masterplan Stakeholder Group.

Treasurer

The monthly Treasurer's Report was reviewed. The beginning balance was \$12,974,946.14. Revenue received in October totaled \$425,529.98 with expenditures amounting to \$1,027,049.17; leaving an ending balance of \$12,373,426.95.

Treasurer Lucas moved to approve the Financial Report and Bills for Payment as presented.

Second: Trustee McGrath

Ayes: Carr, Cunningham, Lucas, McGrath, Miller, Ordway, Prigge

Nays: None

Absent: None

Abstain: None

Motion: CARRIED.

Executive Director

In building news, Director Pinshower announced that the Local History Room has opened.

Hitchcock Design Team made a site visit to identify any current issues with our outdoor space and to examine the relationship between the inside and outside of our building. We are working on finalizing a stakeholder group for this project.

In programming, we hosted our 9th Annual TEDx event. The theme was "A Creative Life" and featured the following speakers:

- Charlie Donlea, The Big Lie that All Writers Tell

- Kateryna Mazhuha, Art Journey
- Rekha S. Rajan, The Music Within

The library will be holding a program called The Long Struggle for Peace in Israel - Palestine. We are hosting the event because we have heard from community leaders that this is a topic that many people are interested in given current events and because this reflects the Library's mission to be a trusted, neutral, safe space for civic discourse and the exchange of ideas. Based on current registration numbers, we expect around 165 attendees.

Library usage statistics continue to be on an upward trend. Compared to last year at this same time, total program attendance is up 28%, one-on-ones up 75%, Library Visits up 35%, Meeting Room usage up 100%, Study Room use up 73%, and Makerlab use up 40%.

VI. REPORTS OF COMMITTEES

Personnel Committee

The Personnel Committee met for the Executive Director's Annual Review and to discuss a salary recommendation for the upcoming year.

Consideration of Executive Director's Salary

Motion made by Trustee Prigge to set the Executive Director's Salary at \$140,000 effective January 1, 2024.

Second: Treasurer Lucas

Ayes: Carr, Cunningham, Lucas, McGrath, Miller, Ordway, Prigge

Nays: None

Absent: None

Abstain: None

Motion: CARRIED.

Director Pinshower will be reviewed again in May to be aligned with the rest of the library employees' July merit increases.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

Consideration of Ordinance 2023-5, Levying and Assessing Taxes of Barrington Public Library District, Cook, Kane, Lake, and McHenry Counties, Illinois for the Fiscal Year Beginning July 1, 2023 and ending June 30, 2024.

Motion by Vice President Miller to approve Ordinance 2023-5 as presented.

Second: Treasurer Lucas

Ayes: Carr, Lucas, McGrath, Miller, Prigge

Nays: Cunningham, Ordway

Absent: None

Abstain: None

Motion: CARRIED.

Consideration of travel expenses for Trustees who attended the Illinois Library Association Conference as per 50 ILCS 150/15 (2)

Vice President Miller moved to approve the ILA Travel Expenses of Trustees Ordway and Prigge as presented.

Second: Trustee Cunningham

Ayes: Cunningham, Miller, Carr

Nays: Lucas

Absent: None

Abstain: Prigge, McGrath, Ordway

Motion: FAILED

Consideration of Library Closure for Active Threat Training

President Carr moved to approve the closing of the library on March 7, 2023 from 9-1 for active threat training.

Second: Trustee Prigge

Ayes: Carr, Cunningham, Lucas, McGrath, Miller, Ordway, Prigge

Nays: None

Absent: None

Abstain: None

Motion: CARRIED.

Consideration of Updated PTO Accrual Table

Trustee Prigge moved to approve the updated PTO Accrual Table in compliance with the Illinois Paid Leave for All Workers Act to become effective on January 1, 2024.

Second: Vice President Miller

Ayes: Carr, Cunningham, Lucas, McGrath, Miller, Ordway, Prigge

Nays: None

Absent: None

Abstain: None

Motion: CARRIED.

Consideration of Hallet Expert Movers Proposal

Director Pinshower answered questions from the Board regarding the scope of the work to be done within this contract.

A motion was made by Treasurer Lucas to award the moving proposal by Hallet Movers in an amount not to exceed \$20,715.00 and to allow the Executive Director to sign on the Board's behalf.

Second: Vice President Miller

Ayes: Carr, Cunningham, Lucas, McGrath, Miller, Ordway, Prigge

Nays: None

Absent: None

Abstain: None

Motion: CARRIED.

Consideration of KI Purchase Order

Director Pinshower presented the Purchase Order from KI and stated this will ensure that we have uniformity in the glass walls around our new Makerspace as we have in the rest of the building.

Motion by President Carr to approve the KI Purchase Order in an amount not to exceed \$74,733.81 and to allow the Executive Director to sign on the Board's behalf.

Second: Trustee Cunningham

Ayes: Carr, Cunningham, Lucas, McGrath, Miller, Ordway, Prigge
Nays: None
Absent: None
Abstain: None
Motion: CARRIED.

IX. GENERAL INFORMATION

Trustee updates from ILA – postponed to the December Meeting

Migration to Office 365 – Handouts provided to Trustees


Annual Harassment Training – Look for information in email

X. ADJOURNMENT

Motion by President Carr to adjourn the meeting at 8:45p.m.

Second: Trustee Cunningham

All voted aye. **Motion Carried.**



Secretary