

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 December 9, 2019, 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 December 6, 2019.

**Present and acting as trustees were:**

Donald F. Minner, President  
Carrie F. Carr, Treasurer  
Denise Tenyer, Secretary  
Denise Devereux-Peters  
Jan Miller  
William Pizzi

**Absent was:**

Carolyn Clifford

**Also in attendance were:**

Jesse Henning, Executive Director  
Karen McBride, Public Information Manager  
Vicki Rakowski, Head of Operations  
Cheryl Riendeau, Finance Manager  
Lisa Stordahl, Office Manager

**I. CALL TO ORDER**

President Minner called the meeting to order at 7:00pm.

**II. ROLL CALL**

Lisa Stordahl called the roll.

**III. AUDIENCE RECOGNITION AND PUBLIC COMMENT**

No members of the public were present.

President Minner invited Ms. Karen McBride, BAlibrary's Public Information Manager, to present the 2019 Annual Report. This year's report is organized by our mission statement and goals, and tells a story of how the library is used by the community. The Annual Report will be available on our website, and will be shared with the community via social media, the email newsletter, and highlighted as a slide on public information screens. President Minner asked that a copy be given to all of the groups that the library has collaborated with this year as well as to the local government agencies within the library district boundaries. The board was impressed with the final result and thanked Ms. McBride for her outstanding work on this project.

President Minner invited Ms. Rakowski, Head of Operations, to begin her presentation on customer feedback. Ms. Rakowski discussed an initiative that has been in place since March of 2018 to informally collect feedback from our customers. Staff have been trained to document comments that customers make in passing. These comments are informal, often conversational, and can be positive, negative, or neutral. They are a good representation of the constant feedback staff receive from the public on a daily basis. The data is then analyzed by building leadership to spot trends, create solutions to persistent issues, and gather perspective on known issues to create better experiences for customers. Notably, of the comments collected, 66.8% have been positive; 17.6% have been suggestions; and 15.6% have been critiques. In some cases, the suggestions and critiques have led to opportunities to create a better experience for our customers. The board was appreciative of the information learned from the presentation and thanked Ms. Rakowski for sharing it with them.

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

A motion to approve the minutes of the November 11, 2019 Board Meeting was made by President Minner, seconded by Ms. Tenyer. There were no questions or corrections.

Ayes: Carr, Devereux-Peters, Miller, Minner, Pizzi, Tenyer  
Nays: None  
Abstain: None  
Absent: Clifford  
Motion: CARRIED.

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

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

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

Ms. Carr presented the financial report for November 2019. The balance brought forward was \$10,648,046.28. Revenue received in November totaled \$106,195.58, with expenditures amounting to \$453,402.79; leaving an ending balance of \$10,300,839.07. Five months into the fiscal year, revenues are 49.85% of anticipated, and expenditures equal 29.12% of the budget.

Ms. Carr indicated how much she likes the new format for the monthly financial statement, stating that it is easy to navigate and understand. Director Henning and the board thanked Ms. Riendeau, the finance manager, for a job well done.

A motion to approve the November bills for payment was made by Ms. Carr, seconded by Mr. Pizzi.

Ayes: Carr, Devereux-Peters, Miller, Minner, Pizzi, Tenyer  
Nays: None  
Abstain: None  
Absent: Clifford  
Motion: CARRIED.

**Executive Director’s Report**

Director Henning began by thanking the Board for their support of the annual staff in-service day, which was held last week on Thursday, December 5th. This year’s training focused on curiosity and featured guest speaker, Steven Adams, a Northwestern University Librarian.

The first program to be funded by the new Pilot Programs budget line will be a seed library that will make its debut in the spring of 2020. The seed library will be located on the first floor, near the stairs, and will allow customers to pick up seeds to use in their own private gardens.

Director Henning announced that DVD fines have been adjusted down from \$1.00 per day to \$0.20 per day beginning December 2<sup>nd</sup>. The change was made to bring the daily fine and the replacement cost of DVDs in line with each other. As a side benefit, the library will track overdue data to see if the decrease in the fine amount creates any appreciable change in the overdue rate for DVD items. This is also a first step in determining if going fine-free is right for our community and library.

In construction news, the final punch list items for the exterior maintenance and interior refinishing are being executed. The work on the new chiller should be completed by the end of the year and bid packages are being prepared for the upper parking lot project.

In programming notes, the ever-popular “12 Days of Make” ran through the middle weeks of November and allowed customers to participate in craft and maker-inspired programs in the library’s atrium. Final’s Café, our biggest program for our high school population, will be taking place during the week of December 16<sup>th</sup>.

**VI. REPORTS OF COMMITTEE**

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

In New Business, the board reviewed a Maintenance Agreement with Jensen’s Plumbing and Heating, Inc. Director Henning explained that Jensen’s is the company that installed the new chiller and they have been great to work with. A motion to approve the Maintenance Agreement with Jensen’s Plumbing and Heating, Inc and authorize the Executive Director to sign was made by President Minner, seconded by Ms. Devereux-Peters.

- Ayes: Carr, Devereux-Peters, Miller, Minner, Pizzi, Tenyer
- Nays: None
- Abstain: None
- Absent: Clifford
- Motion: CARRIED.

The board reviewed a Support Agreement with Gregg Communications Systems, Inc. Ms. Carr moved to approve the Support Agreement with Gregg Communications and authorized the Executive Director to sign. Ms. Miller seconded the motion.

Ayes: Carr, Devereux-Peters, Miller, Minner, Pizzi, Tenyer  
Nays: None  
Abstain: None  
Absent: Clifford  
Motion: CARRIED.

Director Henning thanked the Board for fulfilling the Trustee requirements for the Illinois Per Capita Grant, and noted that it is ready for submittal pending the board's approval. A motion to approve and submit the Per Capita Grant was made by Ms. Tenyer, seconded by President Minner.

Ayes: Carr, Devereux-Peters, Miller, Minner, Pizzi, Tenyer  
Nays: None  
Abstain: None  
Absent: Clifford  
Motion: CARRIED.

The board reviewed the new Remote Work Policy Amendment. Director Henning explained that this policy will bring us more in line with other libraries in the Chicagoland area, and will join the employee policy manual upon board approval. Ms. Carr made a motion to approve the Remote Work Amendment to the Personnel Manual effective March 1, 2020. Ms. Tenyer seconded the motion.

Ayes: Carr, Devereux-Peters, Miller, Minner, Pizzi, Tenyer  
Nays: None  
Abstain: None  
Absent: Clifford  
Motion: CARRIED.

The board reviewed the new Paid Parental Leave Policy. Director Henning explained that many libraries already have a policy similar to this in place and that it will help us compete with other local libraries in hiring and maintaining an excellent staff. Ms. Tenyer made a motion to approve the Paid Parental Leave amendment to the Personnel Manual, effective December 15, 2019. Ms. Carr seconded the motion.

Ayes: Carr, Devereux-Peters, Miller, Minner, Pizzi, Tenyer  
Nays: None  
Abstain: None  
Absent: Clifford  
Motion: CARRIED.

**VI: ADJOURNMENT**

There being no further business, President Minner moved, and Ms. Tenyer seconded, to adjourn the meeting.

Ayes: Carr, Devereux-Peters, Miller, Minner, Pizzi, Tenyer  
Nays: None  
Abstain: None  
Absent: Clifford  
Motion: CARRIED.

The meeting adjourned at 8:35 p.m.

A large black rectangular redaction box covering the signature of the Secretary.

Secretary