

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 8, 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 October 5, 2018.

Present and acting as trustees were:

Donald F. Minner, President  
Carolyn Clifford, Vice President  
Carrie Carr, Treasurer  
Denise Tenyer

Absent were:

Denise Peters  
William J. Pizzi  
Barbara Pintozzi

Also in attendance were:

Jesse Henning, Executive Director  
Melinda Lomas, resident  
Jason Pinshower, Head of Adult Services  
Lisa Stordahl, Office Manager  
Judy Walther, McClure, Inserra, & Company

President Minner called the meeting to order, acknowledged all present, and asked if anyone would like to address the board. Ms. Lomas greeted the board and stated that she had a question regarding Ordinance 2018-5. Part of the ordinance title in question states that it is "for the purchase of sites and buildings", and Ms. Lomas was curious if the Board was intending to purchase land or a new property. President Minner explained that the ordinance in question is essentially a maintenance levy, which would allow the library the funds to maintain the present facility as needed. President Minner and the Board agreed that there are no plans to purchase any land or buildings at this time.

President Minner asked if there were any questions on the minutes of the Regular Meeting of September 10, 2018. There were none. President Minner moved, and Ms. Clifford seconded, to approve the minutes as submitted. All voted aye.

**Motion: CARRIED**

President Minner welcomed the auditor, Judy Walther from McClure, Inserra, & Company. Ms. Walther distributed the management letter and the Audit Report for the fiscal year ending June 30, 2018 for the Board's review. Each section of the report was reviewed and Ms. Walther answered questions from the Trustees. The library, once again, received a clean opinion. Ms. Walther was impressed with how quickly Vicki Rakowski, Head of Operations, was able to create new practices and procedures relating to cash receipts that will increase the library's system of checks and balances while reducing the potential for risk. Ms. Walther also notified the Board that a bill was recently passed that will allow the library and other districts to continue using the cash basis accounting system. At the conclusion of her report, Ms. Walther left the meeting. Mr. Minner moved, and Ms. Clifford seconded the motion to accept the audit as submitted.

Ayes: Carr, Minner, Clifford, Tenyer

Nays: None

Absent: Peters, Pintozzi, Pizzi

**Motion: CARRIED.**

Director Henning introduced our new Head of Adult Services, Mr. Jason Pinshower. Mr. Pinshower said he has had a great start in his tenure at the Barrington Area Library. He gave the Board a quick summary of his past work history and mentioned that he is a member of the Cary Area Library Board of Trustees. Mr. Pinshower discussed a couple of recent successful programs in Adult Services. The first was a "Neighbor Nights" program facilitated by Haley Schommer. This program featured Holocaust survivor, Mr. Steen Metz, who discussed his experience as a young child who was arrested and deported, along with his parents, from Denmark to the Theresienstadt Concentration Camp. Mr. Pinshower was pleased to see a wide range of ages in attendance and noted that both young and old were asking great questions. He also highlighted the recently held BAL Media Fair, which featured our community's online media success stories such as Bloggers, YouTubers, and Podcasters. This program, facilitated by Annette Bochenek, Kate Mills, and Ashley Sero was a huge success and very well received. Mr. Pinshower reminded the Board that our annual TedX event will be this Thursday, October 11<sup>th</sup> and that the program is already filled to capacity.

President Minner asked the Board to consider the Capital Projects Contract with Engberg Anderson. Director Henning stated that he received a standard rider from our attorney shortly before tonight's meeting that he needs to send to Engberg Anderson for their approval. Ms. Clifford moved, and Ms. Carr seconded the motion to approve the Engberg Anderson contract with the Rider.

Ayes: Carr, Minner, Clifford, Tenyer

Nays: None

Absent: Peters, Pintozzi, Pizzi

**Motion: CARRIED.**

Ms. Carr presented the corrected Treasurer's report from August. Beginning balance was \$8,500,585.08 with receipts of \$893,749.35 and expenditures of \$565,264.66; leaving an ending balance of \$8,846,877.73. Two months into the fiscal year, revenues are 24.64% of anticipated and expenditures are at 14.69% of the budget.

The September Financial Report was also presented. Beginning balance was \$8,846,877.73 with receipts of \$1,483,443.84 and expenditures of \$698,203.89; leaving an ending balance of \$9,654,090.03. Three months into the fiscal year, revenues are 45.54% of anticipated and expenditures are at 24.15% of the budget. Ms. Carr moved to approve the Treasurer's reports for August and September, and the bills for payment as presented. President Minner seconded the motion.

Ayes: Carr, Minner, Clifford, Tenyer

Nays: None

Absent: Peters, Pintozzi, Pizzi

**Motion: CARRIED.**

Ms. Carr reported on the Budget, Finance, and Levy Committee Meeting of October 8, 2018. The committee recommended to levy three percent over our extension to ensure capturing new property. The committee moved to set the Levy at three percent, setting the total at \$7,313,330.36

Ayes: Carr, Minner, Clifford, Tenyer

Nays: None

Absent: Peters, Pintozzi, Pizzi

**Motion: CARRIED.**

The date for adopting the Levy was set for November 5, 2018.

Director Henning reported that many improvements were made to the library in September. Patching of the upper lot is complete. New LED lights have been installed in the lower lot and in the canopy above the entrance. The stairs, landings, and handrails that lead from the upper parking lot to the plaza were repaired and repainted. New lighted bollards have been installed to form a clear pathway for the ADA walkway and ADA gripbumps were installed on the sidewalk. The tree grates have been removed and internet access has been extended to cover the entirety of the parking lot. Upcoming projects include arbor maintenance and the installation of new book drops around the district.

Director Henning reported on the Legislative Breakfast he recently attended and mentioned that he is still working on completing one on one's with library staff. He is currently meeting with each of the members of the Material Services team and will meet with the staff of Adult Services next.

In old business, Director Henning requested that the board review the compilation of SOAR data for the upcoming Strategic Planning Committee of the Whole Meeting scheduled for October 17<sup>th</sup>.

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

Ayes: Carr, Minner, Clifford, Tenyer

Nays: None

Absent: Peters, Pintozzi, Pizzi

**Motion: CARRIED.**

Adjournment was at 8:42 p.m.

A handwritten signature in cursive script, appearing to read "Carlton Pintozzi", written over a horizontal line.

Secretary