

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 May 9, 2022, at 7:08 p.m. in the Zimmerman Room at the Barrington Area Library.

Notice of this meeting was sent to the Board and the Press on May 6, 2022.

**Present and acting as trustees:**

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

**Absent:**

None

**Also in attendance:**

Julie Ary, Human Resources Manager  
Jason Pinshower, Head of Operations  
Vicki Rakowski, Executive Director  
Cheryl Riendeau, Finance Manager  
Lisa Stordahl, Office Manager

**I. CALL TO ORDER**

President Carr called the meeting to order at 7:08 p.m.

**II. ROLL CALL**

Lisa Stordahl called the roll.

**III. AUDIENCE RECOGNITION AND PUBLIC COMMENT**

No members of the public were present.

**IV. APPROVAL OF THE MINUTES**

The minutes from the April 11, 2022 Regular Meeting were reviewed. There were no additions or corrections. A motion to approve the Regular Meeting minutes as presented was made by Vice President Minner and seconded by Treasurer Lucas.

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

Nays: None

Abstain: None

Absent: None

**Motion: CARRIED.**

The minutes from the April 4, 2022 Personnel Committee were reviewed. There were no additions or corrections. A motion to approve the Regular Meeting minutes as presented was made by Secretary Miller and seconded by Trustee Ordway.

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

**V. MISCELLANEOUS REPORTS / BUSINESS**

**President’s Report**

President Carr congratulated Tony Urso and Liz Kirchhoff on their milestone anniversaries with the Library. Mr. Urso has been with the library 5 years, and Ms. Kirchhoff has been an Adult Services Librarian for 15 years. The board appreciates their service.

**Treasurer’s Report**

Treasurer Lucas presented the Treasurer’s report. The beginning balance was \$12,039,974.65 with receipts of \$90,923.84 and expenditures of \$512,715.22; leaving an ending balance of \$11,618,183.27. Ten months into the fiscal year, revenues are 76.86% of anticipated and expenditures are 58.14 % of the budget.

Treasurer Lucas stated that we have received the majority of our first installment of Cook County taxes. With the six month delay that Cook County has predicted, the delay in receipt of distributions could amount to \$1.6 million. This is an instance where we will likely rely on our General Reserve balances.

We will be underspent in Insurance and Medical Benefits this year due to our conservative approach when budgeting for the changes in that line this past fiscal year.

With the continued volatility in the energy prices, we are looking into fixed-rate options for our gas and electricity expenses for the upcoming fiscal year.

Treasurer Lucas moved to approve the Treasurer’s Report and bills for payment as presented. Trustee Ordway seconded the motion.

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

**Executive Director’s Report**

Head of Operations, Jason Pinshower, is leading a committee to review and revise our emergency procedures.

Our IT Manager, Tom Nielsen, is preparing to roll-out measures in compliance with changes in our insurance company's coverage for cyber security. Staff and Trustees alike will complete additional security training. Multi-factor ID will be implemented as well.

In staff news, Liz Kirchhoff, AS Librarian, was announced as a 2022 Character Counts award winner. This award, sponsored by the Barrington Junior Women's Club, is awarded each year to people who make a difference in our community. Ms. Kirchhoff was recognized in the category of citizenship for her work with the seed library and teaching garden. We are very proud of her work and thank her for all she does for the library.

Cheryl Riendeau has announced her retirement, effective July 12. While we are sad to see Cheryl go, the incredible work she has done for our library will live on for years to come. She has increased the effectiveness in many of our accounting processes, helped define safety and greater security in our cash management, and improved managers' knowledge of best practices around finance. We are in the process of looking for a new Finance Manager and will allow some overlap so that Cheryl will be able to train her replacement.

In construction news, the service drive project is in full-swing and is going well. We are already seeing improved drainage in the area of the work.

The interior renovation project is on track to begin in Mid-August.

Engberg Anderson has finished drawings for the installation of a generator in the upcoming fiscal year and it is currently with Shales McNutt for pricing. If the project is approved by the board in the FY23 budget, we will work to bid the project quickly as lead times for generator supplies are predicted to be a minimum of 40 weeks.

Youth Services is looking to add some drop-in art programming to the YS Program Room this summer and will likely return to using the space for Story Time in the fall.

The Board reviewed Policy 9.0, *The Selection of Library Resources*, and the ALA Freedom to Read Statement.

## **VI. REPORTS OF COMMITTEES**

Director Rakowski will be reaching out to members of the Policy Committee as well as the Budget, Finance, and Levy Committee to schedule meetings prior to the June 13<sup>th</sup> Regular Meeting.

The Personnel Committee met today prior to the start of the Regular Meeting for the annual performance evaluation of the Executive Director. Mr. Minner, chair of the committee, stated that the committee commends Ms. Rakowski for an outstanding year. The committee values the work done during these challenging times and makes the recommendation of an 8% salary increase for the next fiscal year. Being a committee recommendation, no second was needed.

Ayes: Carr, Lucas, Miller, Minner, Ordway, Pizzi, Tenyer  
Nays: None  
Abstain: None

Absent: None  
**Motion: CARRIED.**

## **VII. OLD BUSINESS**

### **VIII. NEW BUSINESS**

The Board reviewed the Engagement Letter from ATA Group, LLP. Trustee Tenyer made a motion to engage ATA Group, LLP as the auditor for the FY22 Financial Statements Audit. Trustee Pizzi seconded the motion.

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

Director Rakowski presented several salary budget options for FY23. The Personnel Standards from the Illinois Standards for Public Libraries was referenced, as well as the salary and benefit percentages paid to neighboring library staff. In order to get us more in line with the Illinois Standards for Public Libraries recommendation, President Carr made a motion to set the FY23 Salary Line at \$3,691,923.58. The motion was seconded by Trustee Pizzi.

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

The Board considered the Interstate Gas Supply Contract which would allow the library to purchase natural gas at a fixed rate through December 2024 at a rate of \$6.47 per DTH. Energy prices have been very volatile and are not expected to stabilize until 2024. Should the price for natural gas drop, the library would be able renegotiate its rate. Vice President Minner made a motion to approve the Natural Gas Purchase Contract with Interstate Gas Supply and to authorize the Director Rakowski to sign on the Board's behalf. Trustee Ordway seconded the motion.

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

## **IX. GENERAL INFORMATION**

Civiltech Engineering, Inc. has been engaged by the Illinois Department of Transportation to perform an appraisal of the portion of library property that will be needed to complete the Route 14

Underpass Project. The appraisal date will be May 19<sup>th</sup>. Director Rakowski will accompany them during the appraisal.

**X: ADJOURNMENT**

There being no further business, a motion to adjourn the meeting was made by Trustee Pizzi and seconded by Treasurer Lucas.

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

The meeting adjourned at 8:06 p.m.

*1st Jan Miller*

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Secretary