

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 April 13, 2020, at 7:00 p.m. This meeting was held via videoconference pursuant to Governor Pritzker’s Executive Order 2020-07 due to health and safety concerns related to the COVID-19 virus. Notice of this meeting was sent to the Board and the press on April 10, 2020.

**Present and acting as trustees were:**

Donald Minner, President  
Carolyn Welch Clifford, Vice President  
Carrie F. Carr, Treasurer  
Denise Tenyer, Secretary  
Jan Miller, Trustee

**Absent was:**

William Pizzi

**Also in attendance were:**

Jesse Henning, Executive Director  
Thomas Nielsen, IT Manager  
Cheryl Riendeau, Finance Manager  
Lisa Stordahl, Office Manager

**I. CALL TO ORDER**

President Minner called the meeting to order at 7:04 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 Board reviewed the minutes from the March 9, 2020 Regular Meeting. There were no additions or corrections. Treasurer Carr made a motion to approve the minutes as presented. Secretary Tenyer seconded the motion.

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

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

### **President's Report**

President Minner welcomed everyone to the first virtual Barrington Area Library Board of Trustees Meeting. He thanked Director Henning and the staff for the creative work being done and promoted via the library's social media pages, and noted that it is a testament to the staff's dedication to continue to find innovative ways to reach out and help the community.

### **Treasurer's Report**

Treasurer Carr presented the Treasurer's report. Beginning balance was \$8,745,414.96, with receipts of \$1,397,940.49 and expenditures of \$634,905.21; leaving an ending balance of \$9,508,450.24. Nine months into the fiscal year, revenues are 76.55% of anticipated, and expenditures are 59.79% of the budget. Treasurer Carr moved to approve the Treasurer's Report and bills for payment as presented. Vice President Clifford seconded the motion.

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

### **Executive Director's Report**

As a result of the COVID-19 outbreak, the library has been closed to the public since 9:00 p.m. on Friday, March 13<sup>th</sup>, and to all non-essential staff as of 5:00 p.m. on Monday, March 20<sup>th</sup>. Service to remote library drop boxes and remote pickup lockers concluded on March 27<sup>th</sup>. The building will remain closed indefinitely pending guidance from local, state, and federal public health officials.

The construction projects that had been scheduled prior to the COVID-19 outbreak are in full swing. The HVAC installation is complete. Demolition of the front walkway, the upper lot curb and light pole bases has begun, and the canopy shoring is well underway. The upper parking lot has been torn up and is ready for construction. Director Henning reported that the majority of the work would be done by mid May.

There was discussion regarding the vacancy on the Board. President Minner and Vice President Clifford suggested that the position be posted as soon as possible. Director Henning stated that he would direct our Public Information Manager to create a press release and begin advertising the vacancy on our website, email newsletter, and social media sites.

Director Henning praised the staff for quickly adapting to the new normal by finding unique and innovative ways to offer library services in a digital format. A few examples include the following:

- **COLLECTION** – Customers are using our digital collection heavily. EBook Circulation has increased over 18% last month, while video streaming is up 36%.
- **PROGRAMS** – All programming departments have created successful programs including Together We Read, a digital reading program to benefit the local food pantries. Digital Services has hosted a number of successful Facebook Live events instructing customers on how to use our digital platforms. Adult and Youth Services are providing online programming which has been well received.

- **TECHNOLOGY** – Customers are taking advantage of connecting to the internet using the library’s Wi-Fi while staying safe in their vehicles in the parking lot. In addition, our IT Manager is looking into software that will allow BALibrary staff to help customers with their computer and tablet questions.
- **PUBLIC SPACE** – The staff is looking into creating “virtual meeting rooms” by providing access to telepresence solutions such as GoToMeeting.
- **LIBRARY EXPERTISE** – Staff are answering all customer questions with the same level of accuracy via email and social media within 24 hours. Chat reference will return soon as more staff are activated to work from home.

Director Henning remains busy by attending virtual meetings with CUSD 220, Village of Barrington, Barrington Park District, and numerous other local municipalities. He has reached out to Advocate Good Shepherd Hospital offering library services to help create personal protective equipment using our 3D printers, laser cutter, and other digital fabrication equipment.

**VI. REPORTS OF COMMITTEES**

Vice President Clifford proposed that a Personnel Committee Meeting take place at 6:00 p.m. prior to the start of the next Regular Board Meeting on May 11, 2020. The focus of the meeting will be to review Director Henning’s work over the past year and make a benefit and salary recommendation to the full Board. Director Henning was asked to prepare a narrative of his previous year’s accomplishments. All members of the Board were invited to take part in this committee meeting.

**VII. OLD BUSINESS**

There was no old business.

**VIII. NEW BUSINESS**

Director Henning presented Resolution 2020-2, Naming Essential Personnel, to the Board for consideration. This would allow staff members who are named in the Resolution to travel to the library for business purposes should the state restrict travel related to COVID-19. President Minner made a motion to approve Resolution 2020-2. Trustee Miller seconded the motion.

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

Director Henning asked the Board to consider Resolution 2020-3, Authorizing the Payment of Certain Routine and Recurring Expenses. This would allow the Board Treasurer to pay the recurring expenses during the Illinois State of Emergency should the Board not be able to meet or make quorum. Vice President Clifford made a motion to approve Resolution 2020-3. Secretary Tenyer seconded the motion.

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

**IX. GENERAL INFORMATION**

Vice President Clifford suggested that it would be prudent for the Board to ratify all the decisions made during virtual meetings once the Shelter In Place order has been lifted and the Board can meet in person once again.

**VI: ADJOURNMENT**

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

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

The meeting adjourned at 7:53p.m.

*Denise Tenyer*

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Secretary