

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 January 9, 2023, at 7:00 p.m. in the Zimmerman Room at the Barrington Area Library. Notice of this meeting was sent to the Board and the Press on January 6, 2023.

Present and acting as trustees were:

Carrie Carr, President
Don Minner, Vice President
Jennifer Lucas, Treasurer
Jan Miller, Secretary
Anne Ordway
Bill Pizzi
Denise Tenyer

Also in attendance were:

Kristin Cunningham	Jason Pinshower, Head of Operations
Rachel Forsyth-Tuerck	Lindsay Prigge
Chase Heidner	Victoria Rakowski, Executive Director
B. Jinno	Lisa Stordahl, Office Manager
Shaun Kelly, Engberg Anderson	Barb Wurster, Finance Manager
Jackie McGrath	

I. CALL TO ORDER

President Carr called the meeting to order at 7:00 p.m.

II. ROLL CALL

Lisa Stordahl called the roll.

III. AUDIENCE RECOGNITION AND PUBLIC COMMENT

Kristin Cunningham requested that the Library add graphing calculators to the Library of Things collection.

IV. APPROVAL OF THE MINUTES

The minutes from the December 12th Regular Meeting were reviewed. There were no corrections. Treasurer Lucas made a motion to approve the meeting minutes as presented. Vice President Minner seconded the motion.

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

The minutes from the Policy Committee Meeting were reviewed. There were no corrections. Trustee Tenyer moved to approve the committee minutes as presented. Treasurer Lucas seconded the motion.

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

The minutes from the Special Meeting of December 19th were reviewed. There were no corrections. A motion was made by Vice President Minner, seconded by Trustee Pizzi, to approve the minutes as presented.

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

The Executive Session minutes from December 12th were reviewed. There were no corrections. Vice President Minner made a motion to approve the Executive Session minutes from December 12th as presented. The motion was seconded by Secretary Miller.

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

The Executive Session minutes from December 19th were reviewed. Secretary Miller made a motion to approve the Executive Session minutes from December 19th as presented. Trustee Tenyer seconded the motion.

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

The Biannual Review of Executive Session Meetings was next on the agenda. Treasurer Lucas moved to approve the destruction of the audio recordings for all closed sessions meetings more than 18 months old for which the closed session minutes had been previously approved for release. The minutes referred to in this motion included January 25, 2021, February 3, 2021, and June 14, 2021. Trustee Tenyer seconded the motion.

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

Trustee Tenyer moved to approve the destruction of all virtual meeting recordings through July 9, 2021 for which minutes had been approved. President Carr seconded the motion.

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

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

President Carr moved the Generator Proposal up on the agenda and welcomed Shaun Kelly of Engberg Anderson to the meeting. Mr. Kelly explained that with generator lead times currently around 40 weeks, the project would be implemented in two phases. Phase 1 includes choosing a generator from the proposals presented, while phase 2 will involve going out to bid for the electrical contracting needed for installation.

The library requested proposals for a gas generator, delivery, and start-up through the Illinois Governmental Joint Purchasing Act. Mr. Kelly explained that the state contracts include products/materials that have prenegotiated pricing. Proposals were requested from Kohler, Cummins, Generac, and Caterpillar. The library received two proposals from the companies listed above – Kohler and Cummins. Kohler did not include freight shipping (delivery) to the site, which rendered their proposal incomplete.

With Cummins being the least expensive option, and the only company submitting a complete bid, Mr. Kelly recommended that the Board accept the Cummins Proposal for Package 01 including the 5-year warranty, in the amount of \$56,035.00. Mr. Kelly also recommended that the Board approve an additional project contingency of 10%, equal to \$5,600.00.

After a short discussion, President Carr made a motion to purchase the Cummins Generator with the 5-year warranty, and to authorize a 10% project contingency in an amount not to exceed \$61,635.00, and to authorize the Executive Director to sign the contract on the Board's behalf. Treasurer Lucas seconded the motion.

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

Treasurer's Report

Treasurer Lucas presented the December Financial Statement. The beginning balance was \$10,873,677.00. Revenue received in December totaled \$1,056,109.89 with expenditures amounting to \$459,910.09; leaving an ending balance of \$11,469,876.80.

Secretary Miller moved to approve the Treasurer's Report and bills for payment as presented. Treasurer Lucas seconded the motion.

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

Executive Director's Report

Director Rakowski stated that she has spent the last month wrapping up tasks and preparing them for others to manage under new leadership. She recommended that the Long Range Planning Committee meet to discuss the remaining architectural and design plans for the library and to plan for future organizational goals related to service and the community. This will help the next director prioritize projects and plan financially for the next fiscal year.

In Library PR news, the new annual report is out as well as the January/February issue of Quintessential Barrington featuring a nice article on the Library.

VI. REPORTS OF COMMITTEES

Personnel Committee:

Trustee Tenyer made a motion to accept and enact the recommendation of the Personnel Committee to appoint Jason Pinshower as the new Executive Director effective January 12, 2023. The motion was seconded by Treasurer Lucas.

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

President Carr and the Board congratulated Mr. Pinshower on his new position.

Long Range Planning Committee:

Secretary Miller suggested that the Long Range Planning Committee meet at 6:00 p.m. on February 13th and March 13th to review the the 2019 Master Plan Concepts and to prioritize the projects the Board would like to address in the coming years. Mr. Pinshower will pass out a copy of the Master Plan Concepts packet to each Board member for review and will have it linked to TrusteeNet in preparation for the upcoming meetings.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

Vice President Minner made a motion to appoint Jason Pinshower as the Library's IMRF Authorized Agent. Treasurer Lucas seconded the motion.

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

Absent: None
Motion: CARRIED.

Director Rakowski stated that the 2023 Per Capita Grant Application and the 2021 Per Capita Grant Expenditure Report were complete and ready to submit to the Illinois State Library, noting that the grant money we receive always goes to help pay for database subscriptions. Secretary Miller made a motion to approve the 2023 Per Capita Grant Application and the 2021 Expenditure Report, and to authorize the Director to submit them to the Illinois State Library. The motion was seconded by Trustee Pizzi.

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

Director Rakowski presented Resolution 2023-1 for the Selection of Library Materials noting that this resolution must be approved by the Board every two years. Vice President Minner moved to approve Resolution 2023-1. President Carr seconded the motion.

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

IX. GENERAL INFORMATION

Trustee Lucas highlighted some upcoming ILA Trustee Training opportunities including the following:

- March 4, 2023 – Financials
- April 1, 2023 – Building Maintenance
- May 13, 2023 – General Trustee Training

Trustee Lucas also brought up some upcoming programming relating to Health and food insecurities on January 24, 2023 at letsmovelibraries.org.

VI: ADJOURNMENT

There being no further business, a motion to adjourn the meeting was made by President Carr and seconded by Vice President Minner. All voted aye. **Motion carried.**

The meeting was adjourned at 7:43 p.m.


Secretary