

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 10, 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 April 7, 2023.

Present and acting as Trustees were:

Carrie Carr, President
Don Minner, Vice President (teleconference due to illness)
Jennifer Lucas, Treasurer
Jan Miller, Secretary
Anne Ordway
Bill Pizzi (entered 7:01 p.m.)
Denise Tenyer

Public in Attendance:

Bob Ben (Decennial Committee Member)
Kristin Cunningham
Rachel Forsyth-Tuerck
Tim Grabacki (Decennial Committee Member)
Jackie McGrath
Lindsay Prigge

Staff in attendance:

Julie Ary, Human Resources Manager
Thomas Nielsen, IT Manager
Jason Pinshower, Executive Director
Lisa Stordahl, Business and Records Services Manager

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

President Carr welcomed everyone to the meeting. None of the guests in attendance wished to address the Board.

IV. APPROVAL OF THE MINUTES

The minutes from the March 13, 2023 Regular Meeting were reviewed. There were no corrections. Trustee Tenyer made a motion to approve the meeting minutes as presented. Secretary Miller seconded the motion.

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

Absent: None
Motion: CARRIED.

The minutes from the March 13, 2023 Long Range Planning Committee Meeting were reviewed. President Carr moved to approve the Long Range Planning Committee Minutes as presented. Trustee Pizzi seconded the motion.

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

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

Michael Cristo was congratulated on his 15 year anniversary with the Library.

President Carr suggested moving the Decennial Committee on Local Government Efficiency to the top of the agenda. Roll call was taken at 7:03 p.m. Decennial Committee Members present were Bob Ben, Carrie Carr, Tim Grabacki, Jennifer Lucas, Jan Miller, Don Minner (via teleconference), Anne Ordway, Bill Pizzi, Denise Tenyer, and Executive Director, Jason Pinshower. Others present included staff members Julie Ary, Thomas Nielsen, and Lisa Stordahl; as well as members of the public Kristin Cunningham, Rachel Forsyth-Tuerck, Jackie McGrath, and Lindsay Prigge.

Director Pinshower thanked everyone for attending and shared the progress he had made on the report thus far including the following:

- General information about the library district
- Library's Mission, Vision, and Core Values
- Awards and Recognitions the library has received
- Current Library Partnerships and Intergovernmental Agreements
- Community Partnerships

The committee made a few suggestions as next steps including:

- Create a survey to send to our partnerships
 - What do we do well?
 - What can we do better?
- How to increase outreach to seniors in our community
- Quantify as many of the items listed in partnerships as possible
 - For example: # of book bags, remote locker usage, etc...
- Look into advertising with other village entities

The committee discussed the next time they would get together. There was a consensus that August might work for everyone. Director Pinshower will send out a doodle poll for availability once the new Board is seated in July.

At 7:22, President Carr made a motion to adjourn the Decennial Committee Meeting. The motion was seconded by Trustee Tenyer.

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

Treasurer’s Report

Director Pinshower addressed the Board to point out an error on page five of the current Financial Report noting that the Kane County tax revenue is showing as a negative which is incorrect. It is not advisable to go back and open the books to make the correction in the report. Fortunately, the YTD (year to date) numbers are correct and those are the numbers that matter for auditing purposes.

Director Pinshower announced the resignation of Barb Wurster, the Library’s Finance Manager, effective April 7, 2023. Mr. Pinshower has hired the accounting firm Lauterbach and Amen to take over the library’s financial responsibilities while we search for a new Finance Manager.

Treasurer Lucas presented the March Financial Statement. The beginning fund balance was \$10,882,177.39, and the ending balance was \$11,694,028.67. March revenue totaled \$1,502,359.12, and expenditures equaled \$690,507.84.

Treasurer Lucas moved to approve the March Financial Report and bills noting that the Tax Levy for Kane County is miscoded. President Carr seconded the motion.

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

Executive Director’s Report

General Information items:

- Director Pinshower reminded the trustees to file their Statement of Economic Interests with Lake County by May 1 and to email the receipt to Lisa Stordahl.
- Managers and Department Heads are busy submitting their budget requests for the upcoming fiscal year which will allow Director Pinshower to start preparing the FY24 Working budget.
- The Village will be painting the water tower beginning in September which is scheduled to take about two months. Part of the upper parking lot will be roped off during that time.
- The graphing calculators have been catalogued and are available for checkout.
- Trustee Training Opportunity available via the ILA Trustee Forum on May 13, 2023

In program news, Director Pinshower was excited to share that we had 800 attendees at our first in-person Fandom Fest since 2019. The Scott Green Magic show was so popular, with 200 people at the first show, that we added a second show with 80 attendees.

Library branded umbrellas are now being offered to customers on the honor system. These will be put out on rainy days for customers to use and can be returned at the customer service desk or to any of our droboxes.

A few statistics of note:

- Door Count surpassed 20,000 with 20,724 visitors, an increase of 11% over March 2022
- Circulation was up 21% over last year at this time.
- Digital Services one-on-ones were up 583% over March 2022
- Study Room usage is up 138% and Meeting Room usage is up 136% over March 2022

VI. REPORTS OF COMMITTEES

Budget, Finance, & Levy:

The Budget, Finance, and Levy committee will meet on May 8, 2023 at 6 p.m.

Personnel:

Vice President Minner summarized the items discussed at the Personnel Committee Meeting and made a committee recommendation to set the salary line for FY24 at \$3,926,210.22. The motion was seconded by Trustee Pizzi.

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

Nays: None

Abstain: None

Absent: None

Motion: CARRIED.

Vice President Minner, on behalf of the Personnel Committee, made a motion to approve the Salary Grade Table for FY24 as presented. The motion was seconded by Treasurer Lucas.

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

Nays: None

Abstain: None

Absent: None

Motion: CARRIED.

On behalf of the Personnel Committee, Vice President Minner moved to approve the updated Organizational Chart. Secretary Miller seconded the motion.

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

Nays: None

Abstain: None

Absent: None

Motion: CARRIED.

VII. OLD BUSINESS

The trustees reviewed three landscape architecture submissions from ECT, Inc., Hitchcock Design Group, and Site Design. The trustees recognize that it would likely be a multiyear plan due to the underpass project but

would like to move forward with interviews. It was decided that this work would be best addressed under the Long Range Planning Committee moving forward.

President Carr moved, seconded by Treasurer Lucas, to invite Hitchcock Design Group and Site Design for interviews.

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

VIII. NEW BUSINESS

The Board reviewed the Master Plan cost model and revised plans for the proposed Administration and Maker Lab Renovation. There was discussion as to whether or not to focus on just the administration portion of the renovation due to construction fatigue for our customers and customer facing staff. While they appreciate the concerns, the trustees felt it might be wise and more cost efficient to combine the projects and get it done all at once.

President Carr made a motion to authorize the Executive Director to sign the Engberg Anderson Proposal for Interior Renovations in an amount not to exceed \$160,500.00. The motion was seconded by Secretary Miller.

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

IX. GENERAL INFORMATION

VI: ADJOURNMENT

There being no further business, a motion to adjourn the meeting was made by President Carr and seconded by Treasurer Lucas. All voted aye. **Motion carried.** The meeting was adjourned at 8:07 p.m.



Secretary