

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 July 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 July 7, 2023.

Present and acting as trustees:

Carrie Carr
Kristin Cunningham
Jennifer Lucas
Jackie McGrath
Jan Miller
Anne Ordway
Lindsay Prigge

Absent:

None

Public in Attendance:

Rachel Tuerck
Maddie Ordway

Also in attendance:

Jason Pinshower, Executive Director
Lisa Stordahl, Business and Records 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

No one in attendance wished to address the Board.

IV. APPROVAL OF THE MINUTES

The minutes from the June 12, 2023 Regular Meeting were reviewed. There were no corrections. Treasurer Lucas made a motion to approve the meeting minutes as presented. Vice President Miller seconded the motion.

Ayes: Carr, Cunningham, Lucas, McGrath, Miller, Ordway, Prigge
Nays: None
Abstain: None
Absent: None
Motion: CARRIED.

The Biannual Review of Executive Session Meetings was the next order of business. After reviewing the two sets of closed minutes, Vice President Miller moved to release the Executive Session Minutes for December 12, 2022 and December 19, 2022. The motion was seconded by Secretary Ordway.

Ayes: Carr, Cunningham, Lucas, McGrath, Miller, Ordway, Prigge

Nays: None

Abstain: None

Absent: None

Motion: CARRIED.

There was a discussion about whether or not to continue to keep the zoom recordings from the virtual meetings held during the Covid-19 Pandemic. Reasons to destroy included the fact that the 18 month waiting period had passed, storage space considerations, and best practices for records retention.

President Carr made a motion to destroy all virtual meeting recordings held through January 10, 2022 for which minutes have already been approved in compliance with the State Executive Orders enacted during the Covid-19 Pandemic. Treasurer Lucas seconded the motion.

Ayes: Carr, Cunningham, Lucas, McGrath, Miller, Prigge

Nays: Ordway

Abstain: None

Absent: None

Motion: CARRIED.

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

President Carr announced the retirement of Beverly Grybas in Material Services and noted a donation of \$100 in memory of Mr. Walter Silver.

Treasurer's Report

Treasurer Lucas presented the June Financial Statement. The beginning balance was \$11,651,209.01. Revenue received in December totaled \$1,919,546.21 with expenditures amounting to \$880,264.84; leaving an ending balance of \$12,690,490.38.

Treasurer Lucas pointed out that the ending balance in May did not match the beginning fund balance in June. It was discovered that an item was paid for in May, but not recorded until June, which is what caused the discrepancy. All of the end balances now are correct.

A trustee asked why interest income was reporting at 1,155% in the percentage of annual budget column. Director Pinshower noted that due to the climb of interest rates over the past year, the interest we received on our investments was much higher than we anticipated when we set the budget last year.

Treasurer Lucas made a motion to approve the Financial Report and Bills for Payment as presented. The motion was seconded by Vice President Miller.

Ayes: Carr, Cunningham, Lucas, McGrath, Miller, Ordway, Prigge

Nays: None

Abstain: None
Absent: None
Motion: CARRIED.

Executive Director's Report

Director Pinshower gave a general summary of library spending over the past fiscal year stating that excluding the generator project, which will roll into next year, we spent 92% of the fiscal year 2023 working budget, as compared to 90% in 2022, and 84% in 2021. With the pandemic behind us and things returning to normal, we are better able to plan and spend our budgets accordingly.

Director Pinshower is looking forward to attending Director's University, put on by ILA. Classes will be held remotely in June and July and will end with three days of in-person training in Springfield.

Our Summer Reading Program is performing exceptionally well. Total signups through June 30 are 2,159, compared to 983 for the same period last year, while our birth to grade 8 signups are up 10% over 2019, which had been our highest participation level prior to this year. We also had 375 attendees at this year's Creator Fair.

Statistics continue to look good. Circulation of physical books is up 10%, while eBook circulation is up 39% over our numbers from 2019. We had 21,955 visitors in June, which is up 27% over last year. Meeting and Study Room usage is also significantly higher than it was last year showing an increase of 117% and 87% respectively.

The MaRous appraisal is now complete. Director Pinshower will meet with Mike MaRous to go over the full document before sharing the information with the Board at the August meeting.

Mr. Pinshower reported an incident involving two teenagers who entered the library via a roof hatch during the middle of the night. With the help of the interior video cameras, and the school resource officer, they were identified. They did not do any damage while in the building and the hatch has now been secured.

Our accounting firm has caught some incidents of check fraud due to check washing. We do have a feature called positive pay, which requires secondary approval of any checks that are flagged as out of the ordinary. Director Pinshower will be filing a police report.

A customer has been issued a six month suspension after repeatedly engaging in inappropriate behavior at the library. He has the opportunity to petition the Board for a lesser suspension if he so chooses.

VI. REPORTS OF COMMITTEES

Audit Committee:

Lisa will reach out to Trustees Cunningham and Prigge to set a date to complete the annual Secretary's Audit.

Long Range Planning Committee:

Director Pinshower will send out a doodle poll to ascertain trustee availability in order to schedule interviews with the two landscape architecture firms the Board decided upon earlier this year.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

None.

IX. GENERAL INFORMATION

Our newest trustees will receive a link this week to complete Sexual Harassment Training. Please complete training by July 31st. Feel free to reach out to Jason, Lisa, or Tom should you encounter any problems with the training.

VI: ADJOURNMENT

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

The meeting was adjourned at 7:40 p.m.

/s/ Anne Ordway

Secretary