

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 12, 2014, at 7:00 p.m. in the Conference Room of the Barrington Area Library pursuant to notices sent to the board and the press on May 8, 2014.

Present and acting as trustees were:

Donald F. Minner, President
Carolyn Welch Clifford, Vice President
Henry G. Wisniewski, Treasurer
Carrie F. Carr
William J. Pizzi
Richard J. Ryan, President Emeritus

Absent was:

Barbara Pintozzi, Secretary

Also in attendance were:

Detlev Pansch, Executive Director
Marie Thomas, Head of Circulation
Cheryl Riendeau, Staff
Ms. Linda Webb, Patron

President Minner called the meeting to order. He asked if there were questions on the minutes of the April 14 Regular Meeting. There were none, but there was a comment asking for consistency in addressing Director Pansch in the minutes. Mr. Ryan moved, and Mr. Wisniewski seconded, to approve the minutes of April 14 as presented.

Ayes: Minner, Clifford, Wisniewski, Carr, Pizzi, Ryan
Nays: 0
Absent: Pintozzi
Motion: CARRIED.

Marie Thomas gave a presentation on the trends in the Barrington Area Library's circulation statistics. Ms. Thomas has spent the last fifteen years as the Head of Circulation and gave a retrospective on the statistics during her tenure. The Library is required to compile yearly statistics for the State Library. Statistics are also collected in order to determine what is popular, as well as gauging the effectiveness of new materials and services.

Approximately 65% of the library's total circulation is adult materials and 35% is youth materials. These percentages have remained fairly consistent over time. Circulation went from 500,000 items in fiscal year (FY) 2001 to 1,200,000 items in FY2010. This was attributed in part to increased door counts due to the economic downturn and to the increase in the population of young families in the Barrington Area. Patrons check out 80% of their materials at the self-check stations that were introduced in 2008, compared to 12% in FY2001.

The Library's use of text messages and email for notification of holds, as well as the pre-notification emails for due dates has all but replaced automated phone call notification. In FY2013, 259,302 email and text message notifications were sent to patrons. These pre-notification emails have resulted in fewer patron fines. The remote book drops were installed around the district in FY2000. Delivery to remote lockers began in FY2002 and the use of these services continues to grow. The remote book drops account for 20% of total materials checked in. These services were used heavily this winter. The new location of the book drop in the library parking lot is working well and has improved the flow of traffic.

The South Branch, located in the South Barrington Tennis Club, was opened in 2008. Service hours have grown from 20 hours in 2008 to 28 hours in 2014, while yearly circulation has remained consistent at around 17,000 items per year. Items checked out at the South Branch are split evenly between adult and youth items, while the circulation of DVDs and Blu-Rays represent 65% of the check outs.

Tracking of and action on patron feedback was discussed, as well as the effects of the library renovation on the door count. Many libraries are experiencing a decrease in door counts in FY2014. Having popular collections in storage at various times during the renovation may have also impacted the circulation statistics. The Circulation and the Technical Services departments are both getting materials out to the shelves rapidly.

The trend towards e-resources is impacting the circulation of physical materials. E-resources currently account for 10% of our total circulation. We are changing our service perspective as a result of changes in library usage and a plateau in the checkout of books. These changes will impact our allocation of resources in the future. Changes in the population demographic of our library district, as well as the geographic size of our district, will also impact these resources. The Board thanked Ms. Thomas for her presentation and she left the meeting.

Mr. Wisniewski presented the Treasurer's report. Beginning balance was \$5,879,982.52 with receipts of \$132,001.04 and expenditures of \$708,032.81; leaving an ending balance of \$5,303,950.75. This ending balance is \$3,277,841.23 less than that of one year ago.

Mr. Ryan moved, and Mr. Pizzi seconded, to approve the Treasurer's report and bills for payment as presented.

Ayes: Minner, Clifford, Wisniewski, Carr, Pizzi, Ryan
Nays: 0
Absent: Pintozzi
Motion: CARRIED.

In his report, Director Pansch reported that the renovation project is moving along. Furniture delays pushed work back about one week. The Customer Service Manager has started and has a background in the private sector. The Building Services Manager has also started and will be working to standardize room layouts for the Multi-Purpose rooms in preparation for opening these spaces for events.

Director Pansch recommended pay grade lane increases and a merit raise pool to the Board of Trustees for FY2015. A 1.5% increase in the pay grade lanes is recommended to keep library pay competitive. The merit raise pool is proposed at 3%, which is the same percentage that was used for the FY2014 merit raise pool.

Ms. Clifford moved to approve the Pay Grade Lane Increases and Merit Raise Pool for FY 2015 as presented. Ms. Carr seconded the motion.

Ayes: Minner, Clifford, Wisniewski, Carr, Pizzi, Ryan
Nays: 0
Absent: Pintozzi
Motion: CARRIED.

In Old Business, the parking lot repairs included in the Capital Replacement Plan will be reviewed based on what repairs have been done already. Priorities may be adjusted based on that review. The timetable for completion of the renovation is estimated to be two weeks.

The engagement letter from McClure, Inserra, & Company, Chartered was reviewed and this contract will be included on the June Board Meeting agenda. The Friends of the Library donation for the Youth Services Summer Reading Club will be held as a restricted fund for this program and a thank you letter will be sent to The Friends to the attention of Jan Goss, Treasurer.

There being no further business, Mr. Ryan moved, and Ms. Carr seconded, to adjourn.

Ayes: Minner, Clifford, Wisniewski, Carr, Pizzi, Ryan
Nays: 0
Absent: Pintozzi
Motion: CARRIED.

Adjournment was at 7:42 p.m.



Carrie F. Carr, Secretary Pro tem