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 June 8, 2020, at 7:00 p.m. Due to health and safety concerns related to the COVID-19 virus, this meeting was held via videoconference/conference call according to Section 6 of Governor Pritzker's Executive Order 2020-07, which was extended by Executive Order 2020-39. Notice of this meeting was sent to the Board and the press on June 5, 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
William Pizzi, Trustee

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 7:08 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 minutes from the May 11, 2020 Regular Meeting, the May 11, 2019 Personnel Committee, and the May 29, 2020 Budget, Finance, and Levy Committee were reviewed. President Minner asked if there were any questions or corrections to the minutes of the Regular Meeting of May 11. There were none. A motion to approve the Regular Meeting minutes was made by Secretary Tenyer and seconded by Treasurer Carr.

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

President Minner asked if there were any questions or corrections to the minutes of the Personnel Committee Meeting of May 11, 2020. There were none. President Minner moved to approve the minutes of the Personnel Committee Meeting as presented. Vice President Clifford seconded the motion.

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

President Minner asked if there any questions or corrections to the minutes of the Budget, Finance, and Levy Committee that occurred on May 29, 2020. There were none. Treasurer Carr moved to approve the minutes of the Budget, Finance, and Levy Committee as presented. The motion was seconded by Trustee Pizzi.

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

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

President Minner welcomed everyone to the meeting. He began his report by congratulating Tom Nielsen, IT Manager, on his 20 year work anniversary at the Barrington Area Library. The board thanked Tom for his outstanding work and dedication to the library and the community it serves. President Minner praised Tom's efforts in getting the remote work access up so quickly and seamlessly. Vice President Clifford stated that Mr. Nielsen has always been a valuable asset to the library and thanked him for his long and exceptional service.

President Minner announced that the board had the good fortune of receiving seven letters of interest from candidates interested in the vacant board position. It was decided that each trustee would email President Minner with three candidates who stood out to them, and interviews would be set up accordingly. Trustee Miller suggested that each candidate be asked if they would commit to run for a seat in the next election. The board was in agreement.

After reviewing current committee assignments, President Minner asked if any trustee would like to make changes. Each trustee was happy with their committee placements and felt that the work was spread evenly. There was a vacancy on the Audit Committee, and Trustee Pizzi agreed to fill it. All other committees will remain the same.

Treasurer's Report

Treasurer Carr presented the Treasurer's report. Beginning balance was $9,210,012.69 with receipts of $260,729.54 and expenditures of $859,374.85; leaving an ending balance of $8,611,367.38. Eleven months into the fiscal year, revenues are 82.95% of anticipated, and expenditures are 74.89% of the budget. Treasurer Carr moved to approve the Treasurer's Report and bills for payment as presented. Trustee Miller seconded the motion.

Ayes: Carr, Clifford, Miller, Minner, Pizzi, Tenyer
Nays: None

Abstain: None
Absent: None
Motion: CARRIED.

Treasurer Carr pointed out that the library investments are doing well. Director Henning, along with the Finance Manager, Cheryl Riendeau, recently met with Tom Sawyer to discuss our Capital Reserve Plan and asked that they propose a plan to meet our future construction needs. Director Henning will send the plan to Treasurer Carr and she will share it with the board at an upcoming meeting.

Executive Director's Report

The construction projects that had been scheduled prior to the COVID-19 outbreak are now complete, with the exception of the stone column bases. Due to defective sealcoating, the lower parking lot will be resealed over the July 4th holiday at no cost to the library.

The library has reopened to Materials Services, Technical Services, and Administration staff as of June 1 to prepare for Parking Lot Pickup Service, which will begin on June 15. The Book Return located in the library parking lot opened today and staff noted a steady of stream of customers returning their materials throughout the day. Materials returned will be subject to a seven day quarantine before they can be recirculated. Credit was given to Vicki Rakowski and her team for developing a robust system that will be a safe and efficient way for customers to resume getting physical materials from the library. Guidelines from the CDC and IDPH have been followed to create a safe work environment for returning staff.

Director Henning announced that the Summer Reading Program began June 1 and will continue through August 19. We have had 625 customers register within the first week via our platform, Beanstock. Once again, badges can be earned by participants, and all activities were designed to reflect social distancing requirements. The book of the summer is Look Out for the Fitzgerald-Trouts by Esta Spalding.

Despite COVID-19, digital program attendance remains high. Youth Services has been producing "Watch Live" programs with real-time interaction online. Twenty programs were presented with 115 attendees. Recorded all-ages Watch Now storytimes were viewed 225 times in May. Adult Services continues to receive positive feedback on their digital program offerings.

Director Henning has continued to attend virtual meetings with CUSD 220, Village of Barrington, Barrington Park District, and numerous other local municipalities. The library is in close contact with the Park District regarding restoring the Youth Services play space. In addition, Director Henning is continuing to attend weekly North Suburban library directors' meetings and coordinating library responses to the Covid-19 pandemic.

Director Henning concluded his report by thanking the Board for their support on issuing a statement on Building an Engaged and Inclusive Community. The Peaceful Protest that occurred in Citizen's Park on June 6 was well attended by the community and the library was referenced by several speakers as a great resource and place for residents to read and learn about racial issues and how to take anti-racist action. There was excellent collaboration between the Park District, the Barrington Police Department, the Village, and the Library for the event and it ran very smoothly. The library had 77 participants in Sunday's follow-up program, "After the Rally: What Next?"

VI. REPORTS OF COMMITTEES

Vice President Clifford summarized the discussion held at the earlier Personnel Committee Meeting. The Committee is very pleased with Director Henning's leadership. Vice President Clifford, on behalf of the Personnel Committee, recommended a 2.5% pay raise, effective July 1, 2020.

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

Treasurer Carr, on behalf of the Budget, Finance, and Levy Committee, made a motion to adopt Ordinance 2020-1, Ordinance Providing for the Tentative Budget and Appropriations of the Barrington Public Library District. The motion was seconded by Secretary Tenyer.

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

The Public Hearing to adopt the Fiscal Year 2020-2021 Budget and Appropriations Ordinance was set for September 14, 2020.

The Audit Committee will plan to meet at the end of July to conduct the Fiscal Year 2020 Secretary's Audit. Lisa Stordahl will coordinate a date that will work for both Trustee Miller and Trustee Pizzi.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Director Henning presented Ordinance 2020-2, the Schedule of Regular Meetings of the Board of Library Trustees for the Fiscal Year July 1, 2020 to June 30, 2021. President Minner moved, and Treasurer Carr seconded, to adopt Ordinance 2020-2 as presented.

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

Resolution 2020-4, the Annual Resolution Authorizing Public Library District Non-Resident Cards was reviewed. President Minner moved, and Trustee Pizzi seconded, to adopt Resolution 2020-4 as presented.

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

IX. GENERAL INFORMATION

VI: ADJOURNMENT

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

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

The meeting adjourned at 8:20 p.m.

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Secretary