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 13, 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 Public Act 101-0640. Notice of this meeting was sent to the board and the press on July 10, 2020.

Present and acting as trustees were:
Donald Minner, President
Carolyn Welch Clifford, Vice President
Carrie F. Carr, Treasurer
Denise Tenyer, Secretary
Jennifer Lucas, Trustee
Jan Miller, Trustee
William Pizzi, Trustee

Also in attendance were:
Jesse Henning, Executive Director
Cheryl Riendeau, Finance Manager
Lisa Stordahl, Office Manager

I. CALL TO ORDER
President Minner 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 Minner welcomed Ms. Lucas to the meeting and thanked her for her willingness to serve as an appointed member of the Library Board of Trustees. President Minner moved, seconded by Treasurer Carr, to appoint Ms. Jennifer Lucas to the Board of Trustees for the remainder of the 2014-2021 term.

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

The oath of office was administered to Ms. Lucas.

IV. APPROVAL OF THE MINUTES
The minutes from the June 8, 2020, Regular Meeting, the June 8, 2020, Personnel Committee, and the June 29, 2020 Committee of the Whole Meeting were reviewed. President Minner asked if there were any questions or corrections to the minutes of the Regular Meeting of June 8. There were none. A motion to approve the Regular Meeting minutes was made by President Minner and seconded by Trustee Miller.

Ayes: Carr, Clifford, Lucas, 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 June 8, 2020. There were none. Treasurer Carr moved to approve the minutes of the Personnel Committee Meeting as presented. Vice President Clifford seconded the motion.

Ayes: Carr, Clifford, Lucas, 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 Committee of the Whole Meeting of June 29, 2020. There were none. President Miner moved to approve the minutes of the Committee of the Whole Meeting as presented. Trustee Miller seconded the motion.

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

The board reviewed the closed session minutes from the Personnel Committee Meeting of June 8 and the Committee of the Whole Meeting of June 29. President Minner asked if there were any questions, or if any corrections needed to be made to either set of minutes. No corrections were suggested. Trustee Miller made a motion to approve the closed session minutes from the Personnel Committee Meeting of June 8, and the Committee of the Whole Meeting of June 29. Treasurer Carr seconded the motion.

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

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

President Minner congratulated Lucy Downs and Maryjo Nitz on their five-year work anniversaries with the Barrington Area Library and asked that the board's thanks be passed to Lucy and Maryjo for their work and dedication to the Barrington Area Library and the community it serves.

Treasurer's Report

Treasurer Carr presented the Treasurer's report. Beginning balance was $8,611,367.38 with receipts of $1,402,318.22 and expenditures of $860,549.91; leaving an ending balance of $9,153,135.69. At the close of the fiscal year, revenues are 101.60% of anticipated, and expenditures are 84.31% of the budget. It was noted that due to the COVID-19 closure, some of the budget lines were not fully spent as they would have been had the library remained open. Treasurer Carr moved to approve the Treasurer's Report and bills for payment as presented. Secretary Tenyer seconded the motion.

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

Executive Director's Report

In construction news, the lower lot seal coating and striping have been completed to correct the prior defects. A drainage issue between the joints of the upper and lower lots will need to be addressed as the lots age. The architect is looking for ways to mitigate the problem.

PLP (Parking Lot Pick-up) services began on June 15, serving 1,118 customers and circulating 17,463 physical items. The library will begin the limited reopening phase on July 27 and will be set up for customers to make quick and efficient visits. Director Henning pointed out that the building will look different, noting that the library experience will focus on providing materials and reference. Paths will be created to allow customers to travel safely throughout the building to ask reference questions, browse the collection, and check out materials. Meeting and Study Rooms will not be available, and furniture will be removed to encourage customers to move through the building safely and efficiently. While the computer catalog stations will be available, all other computers have been removed for the time being, and the Business/Technology section will be closed. Programming will continue to be provided online, as well as offering a few programs outdoors following social distancing guidelines.

The board suggested that the public be notified early and often about these changes so that there are no surprises when the building reopens. Director Henning stated that staff are currently working hard on this and will start publicizing the information within the next few days.

President Minner also recommended promoting the reopening of the call center as soon as possible as customers have missed that service.

Secretary Tenyer asked if Parking Lot Pickup will still be available once the building reopens. Director Henning said that they would try to keep that service for customers who don't feel comfortable coming into the building.

VI. REPORTS OF COMMITTEES

None.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

Director Henning asked the board to consider Public Policy 3.3.1, the Temporary Restore Illinois Safety Amendment. Pursuant to COVID-19 Executive Order Numbers 38 and 41 and the Restore Illinois Plan, all customers over the age of two entering District buildings must wear a mask or face covering and must maintain a six-foot distance from other customers and library staff when practicable or when requested by staff.

Reasonable accommodations will be made available to those who are medically prevented from or decline to wear a face covering.

The District reserves the right to refuse entry to customers non-compliant with this policy.

This policy shall be rescinded automatically when the Illinois Department of Public Health declares that the Northeast Region has reached Phase 5 of the Restore Illinois Plan. The policy shall be reinstated automatically should the Illinois Department of Public Health instruct the Northeast Region to any phase lower than Phase 5 of the Restore Illinois plan or if required by the Lake County Health Department of other municipal authority.

The board noted that the staff had its full support in face-covering compliance, and stated that they want staff and customers to feel safe while at the library.

A motion to approve Public Policy 3.3.1 was made by President Minner and seconded by Trustee Pizzi.

Ayes: Carr, Clifford, Lucas, 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. Treasurer Carr seconded the motion.

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

The meeting adjourned at 8:12 p.m.

_____

Secretary