

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 11, 2022, at 7:00 p.m. in Meeting Room A at the Barrington Area Library.

Notice of this meeting was sent to the Board and the Press on April 8, 2022.

**Present and acting as trustees:**

Carrie Carr  
Jennifer Lucas  
Jan Miller  
Don Minner  
Anne Ordway  
Denise Tenyer

**Absent:**

Bill Pizzi

**Also in attendance:**

Chris Damsch, Shales McNutt Construction  
Tom Sawyer, Sawyer Falduto Asset Management

Julie Ary, Human Resources Manager  
Thomas Nielsen, IT Manager  
Jason Pinshower, Head of Operations  
Vicki Rakowski, Executive Director  
Cheryl Riendeau, Finance Manager  
Lisa Stordahl, Office 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 members of the public were present.

**IV. APPROVAL OF THE MINUTES**

The minutes from the March 14, 2022 Regular Meeting were reviewed. There were no additions or corrections. A motion to approve the Regular Meeting minutes as presented was made by Vice President Minner and seconded by Trustee Ordway.

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

Abstain: None  
Absent: Pizzi  
**Motion: CARRIED.**

## **V. MISCELLANEOUS REPORTS / BUSINESS**

### **President's Report**

President Carr welcomed everyone to the meeting.

### **Treasurer's Report**

Treasurer Lucas presented the Treasurer's report. The beginning balance was \$10,943,756.54 with receipts of \$1,535,364.48 and expenditures of \$439,146.37; leaving an ending balance of \$12,039,974.65. Nine months into the fiscal year, revenues are 75.75% of anticipated and expenditures are 52.42 % of the budget.

Tom Sawyer, of Sawyer Falduto Assets Management, was welcomed by the Board. Mr. Sawyer gave a quick presentation on the status of the library's investments. The portfolio allocation was reviewed. Mr. Sawyer stated that they are keeping a vigilant watch on the market. As interest rates continue to creep up to combat inflation, adjustments will be made to the portfolio in keeping with the Investment of Municipal Funds Act. Mr. Sawyer left the meeting at 7:20 p.m. after answering a few questions from the Trustees.

Treasurer Lucas moved to approve the Treasurer's Report and bills for payment as presented. Secretary Miller seconded the motion.

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

### **Executive Director's Report**

Director Rakowski introduced the Library's new Human Resources Manager, Julie Ary.

In financial notes, Director Rakowski stated that Cook County announced that their second tax disbursements may be delayed by as much as six months. The Library's reserve balance will likely be called upon to ensure no service disruptions to our customers.

The service drive construction is scheduled to begin next week and will take four to six weeks to complete.

Supply chain issues have pushed the interior renovation project back, and will now begin in August. Although we hoped to have this project completed by the end of this fiscal year, the money budgeted for the project will be spent early in the next fiscal year. The project itself should not carry past late autumn.

Our Public Information Manager, Karen McBride, is working on a logo refresh. The new logo will be shared with the Board soon.

**VI. REPORTS OF COMMITTEES**

Vice President Minner summarized the PTO Enhancement Proposal that was discussed at the April 4<sup>th</sup> Personnel Committee Meeting. This proposal would offer vacation and sick time to our part-time employees who currently work less than 20 hours per week, and would allow employees with a standard weekly schedule of 25 hours to accrue vacation, personal, and sick time at a rate more consistent with their typical work week. It was noted that this would be a good way to help us to compete in a competitive labor market and would not be expensive to implement.

The committee recommended to approve the Executive Director’s proposal for Staff PTO enhancements to become effective in the new fiscal year. Being a committee recommendation, no second was needed.

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

A Personnel Committee Meeting was scheduled for May 9<sup>th</sup> at 6:00 p.m. for the Executive Director’s annual performance evaluation. All trustees are invited to attend.

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

The Board reviewed the bids for the upcoming interior renovation projects. Chris Damsch, of Shales McNutt, completed scope reviews with all of the bidders and recommended that the Board go with the lowest responsible bidder for each part of the project. The construction is scheduled to begin on August 15<sup>th</sup>, which will allow time to get materials. President Carr made a motion to accept the recommended construction bids and authorize the Executive Director to sign contracts for the following companies on the Board’s behalf:

- Hargrave Builders for general trades in an amount not to exceed \$107,025
- Nedrow Decorating for painting in an amount not to exceed \$9,250
- Johnson Floor Company for flooring in an amount not to exceed \$7,580
- Hartwig Plumbing for plumbing in an amount not to exceed \$6,565
- Sherman Mechanical for HVAC work in an amount not to exceed \$16,400
- Associated Electrical Contractors for electrical work in an amount not to exceed \$62,500

The motion was seconded by Trustee Tenyer.

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

**Motion: CARRIED.**

Director Rakowski presented the proposal for the new study room doors. Trustee Tenyer made a motion to approve the Glass Wall Proposal from KI in an amount not to exceed \$39,080.72 and to authorize the Executive Director to sign on the Board's behalf. The motion was seconded by Trustee Ordway.

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

Nays: None

Abstain: None

Absent: Pizzi

**Motion: CARRIED.**

Director Rakowski presented the bids for the Network Switch Update. Mr. Tom Nielsen, the library's IT Manager, explained that this should be done every 8-10 years and will update all of our network infrastructure making the network 10 times faster and more secure. Mr. Nielsen suggested that the library go with the lowest responsible bidder. Secretary Miller made a motion to accept the proposal from VirTek for the Network Switch Update in an amount not to exceed \$130,274.20, and to authorize the Executive Director to sign on the Board's behalf. Treasurer Lucas seconded the motion.

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

Nays: None

Abstain: None

Absent: Pizzi

**Motion: CARRIED.**

#### **IX. GENERAL INFORMATION**

#### **X: ADJOURNMENT**

There being no further business, a motion to adjourn the meeting was made by Trustee Ordway and seconded by Trustee Tenyer.

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

Nays: None

Abstain: None

Absent: Pizzi

**Motion: CARRIED.**

The meeting adjourned at 8:04 p.m.

  
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Secretary