

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 11, 2020, at 7:00 p.m. This meeting was held via videoconference according to Governor Pritzker's Executive Order 2020-07 due to health and safety concerns related to the COVID-19 virus. Notice of this meeting was sent to the Board and the press on May 8, 2020.

**Present and acting as trustees were:**

Don Minner, President  
Carolyn Welch Clifford, Vice President  
Carrie F. Carr, Treasurer  
Denise Tenyer, Secretary  
Jan Miller  
Bill Pizzi

**Also in attendance were:**

Jesse Henning, Executive Director  
Thomas Nielsen, IT Manager  
Cheryl Riendeau, Finance Manger  
Lisa Stordahl, Office Manager

**I. CALL TO ORDER**

President Minner called the meeting to order at 7:02 p.m.

**II. ROLL CALL**

Lisa Stordahl called the roll.

**III. AUDIENCE RECOGNITION AND PUBLIC COMMENT**

No public comments were made.

**IV. APPROVAL OF THE MINUTES**

The minutes from the April 13, 2020 Regular Meeting and the March 9, 2020 Committee of the Whole were reviewed. President Minner asked if there were any questions or corrections to the minutes of the Regular Meeting of April 13. There were none. A motion to approve the minutes from the Regular Meeting of April 13 was made by President Minner and seconded by Ms. Miller.

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 Committee of the Whole Meeting of March 9, 2020. There were none. Treasurer Carr moved to approve the minutes of the Committee of the Whole Meeting of March 9, as presented. Secretary Tenyer seconded the motion.

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

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

### **President's Report**

President Minner updated the Board on the current trustee search and noted that they had received a few letters of interest for the vacant position. Director Henning stated that a couple more inquiries came in today. President Minner asked that all of the letters of interest be linked to TrusteeNet so that everything is one place for the Board to review.

President Minner noted the importance of continuing to provide quality programming to the community and praised the efforts of the library staff for the innovative ways they are meeting that need. He recently attended the Second Friday's Virtual Performance and said it was excellent.

### **Treasurer's Report**

Treasurer Carr presented the Treasurer's report. Beginning balance was \$9,508,450.24 with receipts of \$220,654.69 and expenditures of \$519,092.24; leaving an ending balance of \$9,210,012.69. Ten months into the fiscal year, revenues are 79.49% of anticipated, and expenditures are 65.48% of the budget.

Treasurer Carr noted that the Max Safe rates dropped again, which prompted the Board to suggest that Director Henning and Ms. Riendeau schedule an appointment with Sawyer Falduto to discuss investment strategies and our current Capital Replacement Plan.

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

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

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

In construction news, Director Henning noted that the front canopy shoring is now complete. The upper lot has been demolished and will be repaved and striped within the next few weeks.

The Financial Statements Audit organizational meeting was held on May 5, and the audit will proceed on-site in August, pending the Board's approval. Budget preparation for Fiscal Year 2021 is underway. Director Henning suggested that the Budget Committee meet during the week of May 25 to discuss the tentative budget.

The library continues to be closed to most staff, although Building Services, Administration, Department Heads, and IT staff are on site periodically to carry out essential functions. All positions that are capable of completing work remotely have been activated to do so.

Continuing to provide library services safely to our community continues to be the highest priority for library staff. Total digital material circulation is up 43% from April of 2019. Four thousand, three hundred forty-seven customers have accessed our digital collection this past month, and Hoopla checkout limits have been increased ten items per month, up from eight. Staff members are collaborating with CUSD to expand simultaneous eBook access to classes and provide expanded Spanish-language electronic collections. Live digital programs continue to show high engagement with at least one digital program offered each day.

Director Henning continues to meet weekly with District 220, the Village of Barrington, the Barrington Park District, and numerous other Barrington Area municipalities, in addition to North Suburban Library Directors' meetings to coordinate library responses to the COVID-19 crisis.

The library continues to help where we can in the community. Our Digital Services Department is using our 3D printers to make ear guards, which are being provided to Advocate Good Shepherd Hospital. The Together We Read Program, which began at the start of the COVID-19 pandemic, finished strong with \$1400.00 being donated to local food pantries.

#### **VI. REPORTS OF COMMITTEES**

Vice President Clifford reported on the Personnel Committee Meeting, which took place prior to the start of the Regular Meeting. Director Henning's goals and accomplishments were reviewed. The Board is pleased with Director Henning's leadership and will propose a salary recommendation at the next Regular Board Meeting.

#### **VII. OLD BUSINESS**

There was no old business.

#### **VIII. NEW BUSINESS**

Director Henning presented the Fiscal Year 2021 Pay Grade Chart and Merit Raise Pool recommendation to the Board. Due to so many unknowns regarding the COVID-19 crisis, Director Henning recommended keeping the salary lines flat, with the exception of the Pages, whose hourly rate will need to be bumped up in accordance with the Minimum Wage Law. Director Henning is asking for a three percent merit raise pool to reward the great work that has been accomplished during the past fiscal year. Treasurer Carr moved to approve the Pay Grade Table and Merit Raise Pool recommendation as presented. Secretary Tenyer seconded the motion.

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

Director Henning presented the Audit Engagement Letter from McClure, Inserra, and Company for the Board's consideration. The Board asked if the audit fee had increased from last year. Director Henning thought it was close to what we were charged for the past fiscal year. A motion was made by President Minner, seconded by Vice President Clifford, to engage McClure, Inserra, and Company as auditor for the Fiscal Year 2020 Financial Statement Audit and authorize Director Henning to sign the engagement letter on the Board's behalf.

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, a motion to adjourn the meeting was made by President Minner and seconded by Vice President Clifford.

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

The meeting adjourned at 7:44 p.m.

*Denise Tenyer*

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Secretary