



## **Antioch Public Library District**

### **ANTIOCH PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MINUTES**

**I. The regular meeting of the Board of Library Trustees of the Antioch Public Library District was called to order by President Thomas Hausman Tuesday, August 29, 2017 at 7:07 p.m. in the Board Room at the library.**

**Present:**

- **Library Board Members: James Santi, Ken Barnett, Andrew Napier, Cinde DeBoer, Gene LeFave and Thomas Hausman**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, Becky Jacobson, Ashlee Charlebois, Ivy Edran, and Jeanne Thomas**
- **Citizens: Ann Kakacek, Kathy LaBuda, Donna Fletcher, and Larry Hammond**

**Gene LeFave moved and Andrew Napier seconded a motion to move the Boardroom dedication to the beginning of the meeting. All voted aye.**

**Thomas Hausman asked Jennifer Drinka, Library Director, and Ann Kakacek, former Board President, to stand by the Boardroom door next to him. Thomas thanked Ann for her 35 years of service on the Board of Trustees and asked her to remove the welcome sign that was on the door. Under the welcome sign revealed a new plate, which read, "Welcome To The Phyllis Ann Kakacek APLD Board of Trustees Board Room." Ann thanked everyone for the dedication and said it was very special having her name on the Board Room. Ann stayed for a few pictures and left the meeting at 7:12 p.m. along with Kathy LaBuda.**

**James Santi moved and Gene LeFave seconded the motion to move personnel changes to the second part of the meeting. All voted aye.**

**Thomas Hausman, on behalf of the Board, congratulated Ashlee Charlebois and Ivy Edran for five years of outstanding service and presented them with a five-year service certificate and a \$50 check. Thomas also congratulated Jeanne Thomas for 10 years of excellent service and presented her with a 10-**



year service certificate and a \$100 check. Lenora Finley did not attend the meeting so Jennifer Drinka will present her with her 20-year service award for excellent service and a \$200 check.

Andrew Napier moved and James Santi seconded the motion to move the Community Survey and Strategic Plan Board Input to the beginning of the meeting. All voted aye.

Larry Hammond and Donna Fletcher of Donna E. Fletcher Consulting, Inc. attended the Board meeting to discuss the recent Community Survey and to get the Board's input on a future Strategic Plan. Larry Hammond asked the Board's feedback on the survey and if they had any suggestions to add to the Strategic Plan. Some suggestions were working more closely with the schools, adding more electronics, add maker space, adding a coffee shop, maximizing current space, and possibly making part of the vestibule a patio space. The consultants will compile all of the Board input and survey results and present their findings at an open meeting held in the Eide Room on September 18, 2017. Larry Hammond stated to the Board that the meeting would last 90 – 120 minutes. Thomas Hausman thanked the consultants for coming. The consultants left the meeting at 7:40 p.m.

## **II. Secretary's Report/Approval of Minutes of Last Meeting**

Gene LeFave moved and Andrew Napier seconded a motion to approve the July 2017 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye except for Gene LeFave who abstained.

## **III. Approval of Bills and Payroll**

Gene LeFave moved and James Santi seconded a motion to approve the bills and payroll for the month of August 2017. Cinde DeBoer asked under what fund were the memorial donations listed. Cinde also mentioned that fund code 1-160 did not have a year to date amount on the profit and loss. Jennifer Drinka will look into it. On a roll call vote: James Santi, aye; Ken Barnett, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; and Thomas Hausman, aye.

## **IV. Treasurer's Report**

Andrew Napier stated that there is \$1,721,935.76 in the bank.

## V. President's Comments

There were no President's comments.

## VI. Notices and Communications

### A. Thank You and donations in memory of Mary Kay McNeill

Jennifer Drinka passed the Board a copy of the donations received in memory of Mary Kay McNeill. Thomas Hausman read a thank you card from Mary Kay McNeill's family for the flowers sent to her service. Jennifer Drinka asked the Board if the library could purchase a gold leaf for the Tree of Life in the library's entranceway in memory of Mary Kay McNeill. James Santi moved and Ken Barnett seconded a motion to have the Antioch Public Library District purchase a gold leaf in memory of Mary Kay McNeill. All voted aye.

Thomas Hausman read a thank you card from Jennifer Drinka for the cards and flowers after the passing of her father

### B. Walmart Assessment Appeal

Jennifer Drinka stated a notification Walmart filed for an assessment of appeals with the Lake County Board of Review requesting a reduction of \$1.5 million in real property assessed valuation was included in the Board packet. Jennifer spoke with our lawyer and he said if approved the library would lose approximately \$6,500.00 a year. If we wish to have our lawyer intervene, it could cost the library close to that amount in legal fees. Our lawyer recommends waiting to see if another business will oppose it, thus saving the library legal fees. The Board agreed.

## VII. Librarian's Report

### A. Overview of Reports

Jennifer Drinka reminded the Board the library will be closed on Friday, September 15, 2017 for in-service. Jennifer mentioned to the Board she will be in the PM&L play Treasure Island. Cinde DeBoer stated the program stats seem to be low. Becky Jacobson, Public Relations, explained state requirements mandate the report has to be formatted differently

**making the statistics appear lower, when in actuality they are not. Becky explained the new format to the Board.**

## **B. Personnel Changes**

**The service awards were presented at the beginning of the meeting. Jennifer Drinka announced the following staff members as resigning: Lauren Savage, Jessica Greene, Triston Cliff, Emily Bronswick, and Rachel Simonsen. Jennifer mentioned the Children's Associate position will be posted at the College of Lake County.**

## **VIII. New Business**

### **A. Board Corner**

- **Ken Barnett stated he met with Lisa Fisher, Founder of Antioch Traveling Closet (ATC). ATC is a not-for-profit organization that supplies residents in need with clothing, toiletries, and other necessities at events held three times each year. Ken asked if the library would be willing to donate library bags at their next event or sponsor a booth. Becky Jacobson said she had previously spoken with Lisa Fisher and this was a worthy cause. The Board agreed to purchase and donate a maximum of 150 bags for their next event.**

### **B. Staff Comments**

**There were no staff comments.**

### **C. Citizen's Comments**

**There were no citizen comments.**

### **D. Friends' Report**

**There was no Friends' report.**

### **E. Budget and Appropriation Ordinance 17-5**

**Jennifer Drinka explained the Appropriation Ordinance to the Board including the fact that our lawyer recommended appropriating three**

times the budget. Jennifer was not comfortable with three times the budget and appropriated 50% instead, which is more than in prior years. Cinde DeBoer moved and Andrew Napier seconded the motion to adopt Budget and Appropriation Ordinance 17-5. On a roll call vote: Gene LeFave, aye; James Santi, aye; Ken Barnett, aye; Andrew Napier, aye; Cinde DeBoer, aye; and Thomas Hausman, aye.

#### **F. Vice-President Election**

Thomas Hausman commented that Gene LeFave is currently Vice-President Pro-tem. Thomas recommends electing Gene LeFave permanent Vice-President of the Antioch Public Library District Board of Trustees. Ken Barnett moved and Andrew Napier seconded the motion to appoint Gene LeFave permanent Vice-President. On a roll call vote: Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; James Santi, aye; Ken Barnett, aye; and Thomas Hausman, aye.

#### **G. End of Year Celebration**

Jennifer Drinka stated in the past the library held their end of year celebration in Antioch. Jennifer asked if there were any objections of going outside of Antioch. After discussing the various establishments in Antioch, the Board concurred to pursue a venue outside of Antioch.

### **IX. Unfinished Business**

#### **A. Ann Kakacek Board Room Dedication**

This was moved to the beginning of the meeting after the Budget and Appropriation Hearing.

#### **B. Community Survey and Strategic Plan Board Input**

This was moved to the beginning of the meeting after the service awards presentations.

#### **C. Parking Lot Repair Bid Award**

Jennifer Drinka stated she opened the four parking lot repair bids, received before the deadline, last week. Our consulting engineers,

**Gewalt Hamilton Associates, recommended that we accept the bid from Chicagoland Paving for \$181,300. Ken Barnett moved and Gene LeFave seconded the motion to award the parking lot repair bid to Chicagoland Paving. On a roll call vote: Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; James Santi, aye; Ken Barnett, aye; and Thomas Hausman, aye.**

**D. New Vestibule Door proposal**

**Jennifer Drinka stated Ruck Pate Architecture said we could install a new vestibule door for approximately \$5,445. James Santi moved and Andrew Napier seconded a motion to accept the new vestibule door costing no more than \$20,000. On a roll call vote: Ken Barnett, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; James Santi, aye; and Thomas Hausman, aye.**

**E. Trustee Vacancy**

**Jennifer Drinka mentioned four letters of interest for the Trustee vacancy were included in the Board packet. Andrew Napier recommended that the Trustee committee meet and interview the four candidates on September 18, 2017 and bring their recommendation to the entire Board at the September meeting. Questions to all candidates will be the same.**

**X. Adjournment**

**Cinde DeBoer moved and Gene LeFave seconded the motion to adjourn at 8:47 p.m. All voted aye.**

  
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**Cinde DeBoer, Secretary**