



## **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, November 29, 2017 at 7:00 p.m. in the Board Room at the library.**

**Present:**

- **Library Board Members: James Santi, Ken Barnett, Andrew Napier, Cinde DeBoer, Gene LeFave, Thomas Hausman, and Melissa Rapp**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue**
- **Citizens: From Antioch Community High School Government class: Ayla Condo, Grace Lockefer, Aubrey Lonergan, Erin McDonald, Werner Martin, Brianna Vettese, and Lauren Whitaker**

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

**James Santi moved and Melissa Rapp seconded a motion to approve the October 2017 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye.**

**Andrew Napier moved and James Santi seconded a motion to approve the Minutes for the October 24, 2017 Levy Hearing of the Antioch Public Library District. All voted aye.**

**III. Approval of Bills and Payroll**

**Gene LeFave moved and Cinde DeBoer seconded a motion to approve the bills and payroll for the month of November 2017. Gene LeFave asked who Gewalt, Hamilton Associates, Inc. is. Jennifer Drinka responded they are our parking lot engineers. On a roll call vote: James Santi, aye; Andrew Napier, aye; Cinde DeBoer, aye; Melissa Rapp, aye; Gene LeFave, aye; and Thomas Hausman, aye.**



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

**Andrew Napier stated we have \$2,171,219.09 in the bank. Andrew explained we usually have \$2 - \$2.3 million in the bank and asked the Board if we should invest in CD's versus keeping all of the money in a checking account since a CD would generate a higher percentage rate of interest. The Board was receptive to the idea. Thomas Hausman asked for Jennifer Drinka and Andrew Napier to speak with our lawyer to make certain we can do so. James Santi added he would research it as well. Thomas Hausman explained to the high school guests the library is its own taxing body and not a part of the Village, therefore does not need approval from the Village for their finances. The guests asked if there were any drawbacks of not being a part of the Village. Thomas Hausman responded no. Andrew Napier said it was better for the library to have less governing bodies. Jennifer Drinka added being part of the Village would benefit the library by being able to participate in the Village's health insurance program; however, a negative would be if we needed to increase our budget, we would need Village approval.**

#### **V. President's Comments**

**Thomas Hausman stated everything has been going smoothly with the new Board. Thomas mentioned he and Gene LeFave would be doing "A Christmas Story" at PM&L Theatre. Thomas invited Board and library staff to the final dress rehearsal tomorrow at 8 p.m. This will be Thomas' last play at PM&L.**

#### **VI. Notices and Communications**

##### **A. 2018 Library District Calendar**

**Jennifer Drinka indicated she had included, from our lawyer, a 2018 calendar showing the Appropriation and Levy Timetable and Board Actions Required at Specific Times for Library Districts in the Board packet. Jennifer asked the Board to review the calendar and let her know if there are any discrepancies.**

##### **B. Village of Antioch 2017 Annual Final Report & TIF Report**

**Jennifer Drinka told the Board the Village had provided the library a copy**

of their 2017 Comprehensive Annual Financial Report as well as the TIF Report prepared by their auditors. The reports will be added for public review in the Antioch Collection at the library.

#### **C. Cards from young readers**

Thomas Hausman circulated to the Board several cards from children stating how much they liked the library.

Jennifer Drinka mentioned to the Board local artist Dennis Downes would like to offer the Village one of his bronze Trail Marker Tree Sculptures for \$35,000, to be located somewhere in Antioch, and asked if the library would be willing to contribute. Thomas Hausman and Melissa Rapp asked if the library could legally contribute. The Board discussed the issue. Thomas Hausman asked Jennifer Drinka to contact our lawyer to see if we can contribute to the sculpture. Thomas Hausman and Andrew Napier explained the historical significance of trail markers to Antioch and why the high school athletic teams are called Sequoits.

#### **D. Property Tax Appeal**

Martin Paulson, Lake County Clerk of the Board of Review, notified the library that there has been an appeal filed with the State Property Tax Appeal Board requesting a reduction of \$100,000 or more in real property assessed valuation within our taxing district.

### **VII. Librarian's Report**

#### **A. Overview of Reports**

Jennifer Drinka reviewed the November 2017 statistics and highlighted Circulation was down 14%, downloads were up 19%, computer usage was down, express computer usage was up, and door traffic was up. Jennifer surmised increase in door traffic might be due to having increased functions and activities at the library besides checking out books. Jennifer reported patrons would like more study rooms.

#### **B. Personnel**

There were no personnel changes to report.

## **VIII. New Business**

### **A. Board Corner**

- **James Santi welcomed the high school guests and hope they were learning something to report on for their government class.**
- **Ken Barnett said he was happy to be back.**
- **Andrew Napier said happy belated Thanksgiving to everyone and hello to the high school guests.**

### **B. Staff Comments**

**There were no staff comments.**

### **C. Citizens' Comments**

**There were no citizens' comments. Jennifer Drinka addressed the high school guests and explained her career history beginning as a Page at the library. Jennifer encouraged each of them to come speak with her if they are interested in working or volunteering at the library.**

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

**Amy Blue reported the Friends' have three new active volunteers. Amy stated their sales were down from last year; however, their bank balance was up.**

### **E. Trustee Facts File Chapter 4 & 5**

**Jennifer Drinka reported, as a requirement for the Per Capita Grant, the Board needs to discuss the last two chapters of the Illinois Trustee Facts File.**

**Chapter 4 – Legal Responsibilities. The Board discussed:**

**A Library Board's Basic Legal Obligations...**

- **To organize the board with written bylaws and elected officers**
- **To meet regularly in conformance with the Illinois Open Meetings Law (See Chapter 3, "Board Organization.")**
- **To provide written minutes of every meeting of the board and its committees and to archive the minutes after approval by the board**

- To prepare and maintain audio or video recordings of closed (executive) sessions of the board
- To provide bonding of the treasurer or other person designated by the board to receive and disperse funds
- To submit an annual report to the host municipality, i.e., village, township, or city (for local libraries only; does not apply to district libraries)
- To submit an online annual report in compliance with the requirements of the Illinois State Library
- To conduct all library business in accordance with federal, state, and local law & Liabilities

**Chapter 5 – Policymaking. The Board discussed:**

- A policy is a written principle for guiding trustees and staff in providing the full range of library service to the community. More specifically, a comprehensive set of well-defined, well-written policies is important to a public library because it
- Guides trustees and library staff in carrying out their duties
- Helps ensure high-quality service to meet community needs. Communicates privileges and duties regarding library use to the public
- Helps ensure fair treatment of all patrons and staff
- Helps ensure conformity to local, state, and federal laws

**F. Safety video and Safety Checklist review**

Amy Blue reported to the Board a requirement for the Per Capita Grant is to review a Safety video and Safety Checklist. At least one Board member needs to watch the video. James Santi volunteered to watch the video. Amy Blue reviewed all Safety Checklist items with the Board and noted where the library stands on each item. Jennifer Drinka mentioned to the Board Amy heads a staff Safety committee that has been meeting for a year. Amy invited the Board to their next meeting, which will be next week Monday, December 4 at 1pm.

**G. Appendix C: Children's Services Associate & Assistant**

Cinde DeBoer moved and Andrew Napier seconded a motion to accept Appendix C: Children's Services Associate & Assistant. All voted aye.

**IX. Unfinished Business**

**A. Parking lot, accessible parking & accessible door**

Jennifer Drinka stated the parking lot construction was complete. Jennifer said Chicagoland Paving would be coming back in the Spring to replant some bushes and repair some cracks in the new sidewalk. Jennifer told the Board there has been complaints from patrons regarding the ADA parking spots being too far from the door. To be ADA compliant the parking spots need to be accessible not necessarily convenient. Jennifer asked the Board if we could add signage to the old parking spots for patrons with limited mobility. James Santi moved and Melissa Rapp seconded a motion to reserve up to four parking spots for people with limited mobility. Jennifer said she is still waiting to hear back from Fred Schuster with information and bids on the new entrance door. On a roll call vote: Ken Barnett, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; Melissa Rapp, aye; James Santi, aye; and Thomas Hausman, aye.

**B. End of Year Celebration**

Jennifer Drinka reminded the Board the library's End of Year Celebration dinner is Saturday, December 2, 2017 at Twin Oakes in Kenosha.

**XI. Adjournment**

Gene LeFave moved and James Santi seconded the motion to adjourn at 8:03 p.m. All voted aye.

  
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Cinde DeBoer, Secretary