



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, October 24, 2017 at 7:14 p.m. in the Board Room at the library.

Present:

- **Library Board Members: Melissa Rapp, James Santi, Andrew Napier, Cinde DeBoer, and Thomas Hausman**
- **Absent Board Members: Kenith Barnett and Gene LeFave**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, and Sam Langford**
- **Citizens: Ricky Wesler and Russell Kris Schmidt with Scout Troop 92**

II. Secretary's Report/Approval of Minutes of Last Meetings

James Santi moved and Andrew Napier seconded a motion to approve the September 2017 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye.

James Santi moved and Andrew Napier seconded a motion to approve the September 26, 2017 Closed Session Minutes. All voted aye.

Andrew Napier moved and James Santi seconded a motion to approve the September 18, 2017 Committee Meeting Minutes interviewing Melissa Rapp and Diana Fox. All voted aye.

Cinde DeBoer moved and James Santi seconded a motion to approve the September 19, 2017 Community Survey Presentation Minutes. All voted aye.

Cinde DeBoer moved and James Santi seconded a motion to approve the September 25, 2017 Committee Meeting Minutes interviewing Stefanie Erdmann. All voted aye.



III. Approval of Bills and Payroll

Melissa Rapp moved and James Santi seconded a motion to approve the bills and payroll for the month of October 2017. Jennifer Drinka mentioned Chicagoland Paving will be paid an initial check of \$90,324.00 for the parking lot construction. On a roll call vote: James Santi, aye; Andrew Napier, aye; Cinde DeBoer, aye; Melissa Rapp, aye; and Thomas Hausman, aye.

IV. Treasurer's Report

Andrew Napier stated there is \$2,491,717.04 in the bank.

V. President's Comments

Thomas Hausman congratulated Jennifer Drinka on her first anniversary as Library Director of the Antioch Public Library District. Thomas presented Jennifer with a bouquet of flowers. Due to conflicting commitments for Thomas Hausman and Gene LeFave, Thomas Hausman asked to change next month's Board meeting from Tuesday, November 28, 2017 to Wednesday, November 29, 2017. James Santi stated that he would not be able to attend on Wednesday. James Santi moved and Andrew Napier seconded a motion to change November's regular Board Meeting to Wednesday, November 29, 2017 at 7 p.m. All voted aye.

VI. Notices and Communications

A. Thank You from Ann Kakacek

Thomas Hausman read a card from former Board President, Ann Kakacek, thanking the Board for naming a Board Room in a public building in her honor. She especially likes the word 'Welcome' on the plaque. Ann always believed the library should be a welcoming place.

B. Donations in memory of Mary Kay McNeill

Jennifer Drinka distributed to the Board a list of all donations received in memory of Mary Kay McNeill, former Board Secretary. Over \$3,000 has been received. Andrew Napier asked if Mary Kay's family had a specific item or project they would like purchased with the donations. Jennifer Drinka stated the idea of a Story Walk was mentioned. Thomas Hausman

asked Jennifer to research the cost of a Story Walk and present it to the Board.

C. Message from Diana Fox

Jennifer Drinka said she received a message from Diana Fox, one of the candidates for Board Trustee, stating she was disappointed in the lack of appropriate communication to herself from the library/Board after not being appointed to the vacant Board Trustee position. Jennifer told the Board that she had called all candidates the night the Board selected the new Trustee. Afterwards, Jennifer sent a letter to all candidates as well.

VII. Librarian's Report

A. Overview of Reports

Jennifer Drinka reported the parking lot construction was coming along great, and should be finished by the end of week. Jennifer told the Board APLD had a booth at this year's *Count-i-Con* at the Lake County Fairgrounds. The library had an interactive booth where attendees could take a photo of themselves in front of a green screen then move to one of our computers and choose a fun background. The sponsors of this event want to team with us at next year's event to make this an even bigger success. Amy Blue commented that Hoopla's numbers doubled during the dates of *Count-i-Con*.

B. Personnel

1. Dolores (Dee) Drew, Page Hiring

Dee Drew, past President of Friends, has been hired as Page.

Andrew Napier moved and Melissa Rapp seconded a motion to approve the new Page. All voted aye.

VIII. New Business

A. Board Corner

- **Melissa Rapp asked why there was a significant drop in September statistics. Jennifer Drinka responded that she was not certain. Jennifer said that the door count was up, even though Circulation and Reference questions were down. Jennifer believes that patrons are coming to the library for other reasons.**
- **James Santi suggested if the library builds a second floor, we may want to consider staying open until 11 p.m. so patrons have extended access to our services.**

B. Staff Comments

Amy Blue commented the upper level study room has been remodeled and invited the Board to take a look at their convenience. Cinde DeBoer asked if the typewriter was saved. Amy responded yes, it was moved to the Spiering room.

Jennifer Drinka said that she was happy to be working at APLD. Andrew Napier wished Jennifer a happy anniversary.

C. Citizens' Comments

Ricky Wesler, Scout Leader, asked Scout Kris Schmidt if he knew what a typewriter was. Ricky Wesler commented he finds it interesting the library tries to stay relevant to the community. Ricky said APLD is a very inviting place and likes to come here. Amy Blue volunteered to go to Scout meetings and explain the vast resources and services the library has available to the public.

D. Friends' Report

Amy Blue said the Friends made \$2,669.00 at their book sale. Amy pointed out \$318 was made in the Friends store. James Santi asked where the unsold books go afterwards. Amy said Friends are partnering with Thriftbooks.com and will split the profit.

E. Trustee Facts File, Chapter 3

The Board discussed Chapter 3 of the Illinois Trustee Facts File. This chapter focuses on the board's collective responsibilities and the organizational means available to execute those responsibilities. Chapter 3 also focuses on the bylaws of the library. The bylaws should be recorded in clear, unambiguous language. Board trustees should review bylaws annually and amend them as necessary. Andrew Napier asked if they have a copy of the bylaws. Jennifer Drinka responded they are in front of the policy book.

F. Levy Ordinance 17-6

Jennifer Drinka stated to the Board she is asking 4.99% more than was requested a year ago. The Levy needs to list the Appropriation and the Levy. James Santi moved and Cinde DeBoer seconded a motion to approve Levy Ordinance 17-6. On a roll call vote: Andrew Napier, aye; Cinde DeBoer, aye; Melissa Rapp, aye; James Santi, aye; and Thomas Hausman, aye. Gene LeFave and Kenith Barnett were absent.

G. Abatement Ordinance 17-7

Jennifer Drinka explained when the library took out bonds; we abated taxes so patrons do not have to pay those taxes. An abatement is a reduction of our exemption from taxes granted by a government for a specified period. Melissa Rapp moved and Andrew Napier seconded a motion to approve Abatement Ordinance 17-7. On a roll call vote: James Santi, aye; Andrew Napier, aye; Cinde DeBoer, aye; Melissa Rapp, aye; and Thomas Hausman, aye. Gene LeFave and Kenith Barnett were absent.

H. Appendix C: 2 job descriptions

Melissa Rapp moved and James Santi seconded a motion to accept Appendix C: 2 job descriptions. All voted aye.

I. Appendix K: Loan Periods & Service Fees

Jennifer Drinka explained the policy changes with the new devices added: Launchpad and Hotspot. Cinde DeBoer and Andrew Napier

asked how much the devices cost. James Santi moved and Melissa Rapp seconded a motion to accept the changes to Appendix K. All voted aye.

IX. Unfinished Business

A. Strategic Plan 2018 - 2020

Jennifer Drinka explained the strategic plan was developed by the consultants after analyzing the survey results and working with the management staff. The plan will consist of four strategic initiatives starting in 2018 through 2020. We will be focusing on 1) Publicity, 2) Digital Collection, 3) Website, and 4) Availability of newly printed best sellers. The website and availability of newly printed best sellers will be the first focus beginning in January 2018. Jennifer said we will be forming committees with interested staff to help with the initiatives. Jennifer asked if the Board would like to be involved. The Board would like to know when committees are being formed. Andrew Napier moved and James Santi seconded a motion to approve the recommendations for the strategic plan initiatives. All voted aye.

B. Use of Meeting Rooms Policy

Jennifer Drinka explained the policy, which reflects the changes discussed at the last Board meeting, to allow patrons to bring in food for certain events and to allow reservations of meeting rooms on a quarterly basis versus monthly or weekly. Cinde DeBoer moved and Melissa Rapp seconded a motion to approve the changes in the Use of Meeting Rooms Policy. All voted aye.

XI. Adjournment

James Santi moved and Andrew Barnett seconded the motion to adjourn at 8:30 p.m. All voted aye.



Cinde DeBoer, Secretary