



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, September 26, 2017 at 7:00 p.m. in the Board Room at the library.

Present:

- **Library Board Members: James Santi, Andrew Napier, Cinde DeBoer, Gene LeFave, and Thomas Hausman**
- **Absent Board Members: Kenith Barnett**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, and Amy Blue**
- **Citizens: Marilyn Pearson and Melissa Rapp**

James Santi moved and Andrew Napier seconded the motion to move the Citizens' Comments to the beginning of the meeting. All voted aye.

Jennifer Drinka stated a few weeks ago patron Marilyn Pearson accidentally hit the library's book drop with her car. Marilyn immediately reported the incident to Assistant Director, Amy Blue. Marilyn said she wished to pay for the damage she caused. Jennifer Drinka received an estimate of \$700 for the repair. Jennifer did not recommend fixing the book drop. Thomas Hausman suggested utilizing the library's maintenance staff to clean up and spot paint the book drop. James Santi told Marilyn, if she wanted, she could donate the cost of the supplies needed to paint the book drop once it is completed. Everyone in the room thanked Marilyn for her honesty. Marilyn left the meeting at 7:09 p.m.

At 7:10 p.m., James Santi moved and Andrew Napier seconded the motion to move the closed session of Trustee appointment next on the agenda. All voted aye.

The Board returned to regular session at 7:23 p.m. Gene LeFave moved and Andrew Napier seconded the motion to elect a Trustee replacement. All voted aye.



Andrew Napier moved and Cinde DeBoer seconded the motion to name Melissa Rapp as the new Trustee replacement. All voted aye.

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

Gene LeFave moved and James Santi seconded a motion to approve the August 2017 Minutes of the Antioch Public Library District Board of Trustees Meeting.

Gene LeFave moved and Andrew Napier seconded the motion to approve the August 29, 2017 Budget and Appropriation Hearing Minutes. All voted aye.

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 September 2017. Gene LeFave asked what the RAILS invoice was. Jennifer Drinka responded it was for e-books. On a roll call vote: James Santi, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; and Thomas Hausman, aye.

IV. Treasurer's Report

Andrew Napier stated we had \$2,343,029.95 in the bank.

V. President's Comments

Thomas Hausman commented the Rotary's annual auction was coming up and he will be selling tickets for \$25 after the Board meeting. Thomas thanked the Trustee committee for interviewing all candidates and recommending the replacement Board member.

VI. Notices and Communications

A. Assessment appeal

Martin Paulson, Lake County Clerk of the Board of Review, notified the library 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. Jennifer Drinka stated our lawyer recommends not doing anything.

Thomas Hausman read a letter from the Village of Antioch approving an Ordinance providing for a feasibility study and report with respect to the designation of the Boylan Property as a Tax Increment Financing (TIF) Redevelopment Project Area.

VIII. Librarian's Report

A. Overview of Reports

Jennifer Drinka said Chicagoland Paving would be removing the asphalt from the patron parking lot the rest of this week. The plan is to have the lot finished by October 5, 2017. Jennifer told the Board the library does need to pay \$3,300 for parking lot repair permits. This will still keep us under budget.

Jennifer pointed out pages 100 -102 of the Strategic Plan report compiled by Donna E. Fletcher Consulting, Inc. summarizing five recommendations for the management team to work on. She estimates this will be a three-year working plan.

- 1) Improve the website**
- 2) Improve e-Materials awareness, ratings and usage**
- 3) Enhance the interior appearance of the library to freshen it and make it more attractive**
- 4) Enhance one of the most positive qualities the library already has – as a place to read, study and work**
- 5) Improve the timely availability of newly published books.**

Finally, Jennifer showed the Board slides from the library's total solar eclipse event on August 21, 2017.

B. Personnel

1. Personnel Changes

- a) Kylie Fleming has been hired as a part time Children's Associate.**
- b) Sydney Koslica has been hired as a part time Page.**

Andrew Napier moved and Gene LeFave seconded a motion to approve the new hires. All voted aye.

C. 2017 Annual Report

Jennifer Drinka told the Board the Illinois Public Library Annual Report (IPLAR) was in their Board packet. Jennifer put together slides of charts and graphs outlining how we compare to other libraries and how we have changed from past years: Library visits, Service transactions, Cardholders, Collection size, Circulation, Total E-Materials, Website visits, Computer & Wi-Fi Usage, Printer copies, Program attendance, Children Summer Reading Program (SRP), Adult SRP and Teen SRP.

D. Audit 2017

Jennifer Drinka stated to the Board the auditors were finished by Wednesday of last week, September 20, 2017. We have received an excellent report and feedback from the auditors.

IX. New Business

A. Board Corner

- **Cinde DeBoer said she was happy with the survey presentation by Donna E. Fletcher Consulting, Inc.**
- **Gene LeFave commented the audit went well since he was not the Treasurer any longer.**

B. Staff Comments

There were no staff comments.

C. Citizens' Comments

This was moved to the beginning of the meeting.

D. Friends' Report

Amy Blue mentioned the Friends gave us \$2,000 for launch pads for the Children's department and \$5,000 for e-books. The Friends' book sale will be next week October 6, 7, and 8.

E. Set Date of Levy Hearing

The Levy Hearing is scheduled for Tuesday, October 24, 2017 at 7 p.m. in the Board room prior to the regular meeting of the Board of Trustees. Gene LeFave moved and Andrew Napier seconded the motion to have the Levy Hearing on Tuesday, October 24, 2017 at 7 p.m. in the Boardroom at the library. All voted aye.

F. Antioch Garden Club Request

Jennifer Drinka explained the Antioch Garden Club would like to have their annual potluck at the library and schedule their monthly meetings here as well. In the past, the library only allowed light refreshments and did not allow consecutive room reservations in order to have room availability for library programs. Cinde DeBoer noted the library would need to change their policy if we were to allow this. If allowed for the Antioch Garden Club, other clubs may want to do the same. Gene LeFave commented we might need to charge a fee if food brought into the library becomes problematic. Jennifer Drinka will draft a policy and present it to the Board at the next Board meeting.

X. Unfinished Business

A. Closed Session: Trustee appointment

This was moved to the second portion of the meeting.

B. Oath of Office for new trustee

Melissa Rapp was administered the Oath of Office by Board Secretary, Cinde DeBoer.

C. Trustee Facts File Chapter 2

Jennifer Drinka reminded the Board they need to review the Trustee Facts File annually in Board meetings to be eligible for the per Capita Grant. The Board reviewed in detail Chapter 2 of the Trustee Facts File. James Santi commented in his six months as being a newly elected Board member, our Board has covered most items in the Trustee Facts File.

D. Appendix C: Four job descriptions

Four job descriptions were up for review: Adult Services Associate, Adult Services Associate-Interlibrary Loan, Adult Services Associate-Program Coordinator and Adult Services Associate-Technology Instructor. Cinde DeBoer said the Adult Services Associate appears to have less responsibility than the specialized positions, and questioned if that particular position should start at the same pay grade as the others. Jennifer Drinka and Amy Blue suggested having the discussion at the next budget planning review. James Santi moved and Gene LeFave seconded the motion to accept Appendix C's four job descriptions for Adult Services. All voted aye, except for Cinde DeBoer who abstained.

XI. Adjournment

Gene LeFave moved and Andrew Napier seconded the motion to adjourn at 8:37 p.m. All voted aye.



Cinde DeBoer, Secretary