



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, December 19, 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, Melissa Rapp, and Thomas Hausman**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, and Sam Langford**

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

Andrew Napier stated the Treasurer's report should reflect an amount of \$1 - \$2.3 million in the bank. James Santi moved and Gene LeFave seconded a motion to approve the November 2017 Minutes of the Antioch Public Library District Board of Trustees Meeting as corrected. All voted aye.

III. Approval of Bills and Payroll

Gene LeFave asked if we have received the final invoice from Chicagoland Paving Contractors, Inc. Jennifer Drinka responded we did not. Gene LeFave moved and Melissa Rapp seconded a motion to approve the bills and payroll for the month of December 2017. On a roll call vote: Melissa Rapp, aye; 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 there was \$1,838,939.20 in the bank. Andrew spoke with the bank regarding investing in CDs. The bank stated the checking account we are presently using is the best interest bearing account they have



to offer. Jennifer Drinka said she spoke to the Lake Villa library and they use a wealth management group for their financial planning/investments and other libraries are investing their savings as well. Gene LeFave remarked the Federal Deposit Insurance Corporation, FDIC, only insures up to \$250K per depositor per insured bank. Jennifer Drinka said our lawyer recommended using four different banks for our savings. Andrew will do additional research.

V. President's Comments

Thomas Hausman thanked Becky Jacobson, and everyone who assisted, for a successful year-end staff dinner at Twin Oaks earlier in the month. Thomas was happy to report he is no longer an active director for PM&L Theater. He thanked Gene LeFave for help with sound and production of his last show, *A Christmas Story*. Thomas also praised all of the library staff members who are helping with the production of the Escape Room event, which will run from January 3 – January 7, 2018.

VI. Notices and Communications

There were no 'Notices and Communications' this month.

VII. Librarian's Report

A. Overview of Reports

- Jennifer Drinka invited the Board to the annual potluck on December 20, 2017 at noon in the staff lounge.
- A patron requested an audiobook of 'Once Upon a River' by Bonnie Jo Campbell. This book is being made into a movie and parts are being filmed in Antioch. The producer of the movie contacted Amy Blue stating the author would like to do some type of event at the library.
- Jennifer Drinka said Becky Jacobson represented the library at the 'Antioch Traveling Closet (ATC)' event hosted by the Senior Center in Antioch this month. The Antioch Traveling Closet Corporation NFP is a non-for profit organization founded by Antioch resident, Lisa Fisher, which helps local families in need of clothing, toiletries, cleaning supplies, haircuts, and schools supplies. Becky reported many of the citizens attending the event were not aware of the

numerous activities/services provided at the library or the library's hours of operation. The library will also attend the next ATC event in the Spring.

- Jennifer also noted additional Ipads were being installed in the Children's department.

B. Personnel

1. Service Award – Carol Patterson

Carol Patterson was awarded a 10-year service award for excellent service and a \$100 check. Carol was unable to attend the meeting so Jennifer Drinka will present Carol with her certificate and check.

VIII. New Business

A. Board Corner

- James Santi informed the Board he had viewed two safety videos on behalf of the library. The message he would like to convey to staff facing an element of danger is, "Do not be a hero, hide, and get away." James suggested when the library installs their new ADA entrance door to consider investing in a of security button to lock the doors automatically.
- Cinde DeBoer commented her grandson and his friends attended the afterhours Super Smash Bros. Tournament on December 15 and loved it.
- Gene LeFave inquired about the patron comments regarding the handicap spaces being too far away from the door. Jennifer Drinka stated patrons are using the spaces designated for patrons with reduced mobility placed in the old handicap parking location closer to the entrance of the library.

B. Staff Comments

Amy Blue stated the parking lot project went smoothly because of Jennifer Drinka's communication to the staff and patrons throughout the process. James Santi told the Board he had seen Jennifer Drinka outside talking to the patrons and contractors during construction. Amy Blue apologized for cancelling the Safety and Behavior committee

meeting earlier in the month due to illness. She has rescheduled it for January 8, 2018. Kathy Deaner informed the Board a manager at Piggly Wiggly wanted to express her gratitude to a library staff employee who always goes out of the way to help her son whenever he is in the library. By description, Kathy determined the staff employee was the Children's department supervisor, Kim Zupkoff.

C. Citizens' Comments

There were no citizens' comments.

D. Friends' Report

There was no Friends report this month.

E. Closed Session – Minutes of Closed Sessions

James Santi moved and Cinde DeBoer seconded the motion to go into closed session at 7:28 p.m. All voted aye.

The Board returned to open session at 7:35 p.m.

Gene LeFave moved and Andrew Napier seconded the motion to make a Resolution to open closed minutes for public view. All voted aye.

F. Resolution to Make Certain Closed Session Meeting Minutes Available for Public Inspection 17-5

Melissa Rapp moved and James Santi seconded the motion to adopt Resolution to Make Certain Closed Session Meeting Minutes Available for Public Inspection 17-5. On a roll call vote: James Santi, aye; Ken Barnett, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; Melissa Rapp, aye; and Thomas Hausman, aye.

G. Resolution to destroy old closed session audio recordings 17-6

Melissa Rapp noted a typographical error on Resolution 17-5 and Resolution 17-6. Jennifer Drinka will correct the errors. Gene LeFave moved and Kenith Barnett seconded a motion to accept Resolution 17-6 to destroy three dates of old closed session audio recordings. On a roll

call vote: Melissa Rapp, aye; James Santi, aye; Ken Barnett, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; and Thomas Hausman, aye.

H. Resolution for Sexual Harassment Policy 17-7

Thomas Hausman thought we already had a Sexual Harassment Policy. Jennifer Drinka responded we have a version in the employee handbook. Our attorney said the law requires this updated policy. Cinde DeBoer inquired if we were going to replace the employee handbook policy with this policy 17-7. Jennifer Drinka explained that she and management staff are working on having only one policy for staff. Both Melissa Rapp and Cinde DeBoer asked if staff would be notified of the policy changes. Jennifer Drinka responded yes. Jennifer said all employees have computer access to library policies. Any changes to individual policies are in a separate file on the same drive and dated. Melissa Rapp moved and James Santi seconded a motion to accept Resolution 17-7 for Sexual Harassment. On a roll call vote: James Santi, aye; Ken Barnett, aye; Andrew Napier, aye; Cinde DeBoer, aye; Melissa Rapp, aye; and Thomas Hausman, aye. Gene LeFave abstained.

I. Appendix C: Head of Adult Services & Head of Children's Services

Andrew Napier questioned the bi-weekly blog for Head of Adult Services as being too specific. He suggested making it more generic. Amy Blue said she would modify it. James Santi moved and Ken Barnett seconded a motion to approve Appendix C, as changed. All voted aye.

J. Meeting Room Request

Jennifer Drinka informed the Board an engaged couple requested having their wedding ceremony performed at the library. Library policy does not specifically prohibit a wedding ceremony at the library. Melissa Rapp asked if it was just the ceremony or reception as well. Jennifer replied only the ceremony. The ceremony would have to be open to the public if held at the library. The Board discussed the request, resulting with a positive consensus, but leaving the ultimate decision to Jennifer Drinka, Library Director.

IX. Unfinished Business

A. Accessible Door

Jennifer Drinka said she had spoken with architect, Fred Schuster, regarding the new ADA door. Fred will be here next week with options for the door. Jennifer will bring those options to the next Board meeting in January.

B. Audit 2017

Jennifer Drinka distributed copies of the 2017 audit to the Board. The auditors did not include a Management Letter addressing any concerns. Jennifer asked the Board if they would like the auditors to come to a Board meeting and go over the audit with them. The Board would like to review the audit before requesting the auditors to visit.

C. Strategic Plan Initiative Teams

Included in the Board packets is a list of the various strategic plan initiative teams. The head of each team will contact the appropriate Board member with individual meeting dates and times.

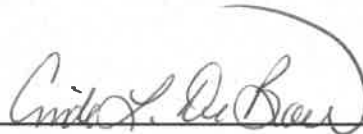
D. Dennis Downes sculpture

Jennifer Drinka stated the Mayor of Antioch decided to locate Dennis Downes' sculpture in the park next to JJ Blinkers. Jennifer informed the Board; APLD's lawyer said the library could only contribute to the sculpture if the sculpture was located on library property.

X. Adjournment

Thomas Hausman wished everyone a Happy Holiday.

James Santi moved and Melissa Rapp seconded the motion to adjourn at 8:13 p.m. All voted aye.



Cinde DeBoer, Secretary