



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, April 24, 2018 at 7:05 p.m. in the Board Room at the library.

Present:

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

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

Andrew Napier moved and James Santi seconded a motion to approve the March 2018 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye.

Cinde DeBoer moved and Andrew Napier seconded a motion to approve the March 22, 2018 Finance Committee meeting Minutes. All voted aye.

III. Approval of Bills and Payroll

James Santi moved and Andrew Napier seconded a motion to approve the bills and payroll for the month of April 2018. On a roll call vote: Andrew Napier, aye; Cinde DeBoer, aye; James Santi, aye; and Thomas Hausman, aye.

IV. Treasurer's Report

Andrew Napier stated that there was \$1,036,832.65 in the bank.



V. President's Comments

Thomas Hausman recommended not voting on renewing bonds or building expansion yet. Jennifer Drinka included a proposed timeline in the Board packet if the Board decided to move forward with the bonds and building expansion. Thomas Hausman recommended talking about this further at the next Board meeting when more Board members are present. Andrew Napier asked if we should have a committee formed to explore the options. Thomas Hausman responded yes. Thomas said to consider a community center if we do decide to expand. James Santi asked how much it would cost to have an architect draw up plans. Jennifer Drinka responded approximately \$90,000.

VI. Notices and Communications

A. 2017 Tax Extension

Jennifer Drinka stated the 2017 tax extension is \$2,618,837.23. Approximately \$60K more than last year.

B. Per Capita Grant award letter

Jennifer Drinka announced APLD received their FY2018 Illinois Public Library Per Capita Grant award letter for \$32,638.75. Approximately \$12K more than last year.

C. LACONI Trustee Day

Jennifer Drinka told the Board the 2018 Annual Trustee Banquet was May 18 @ 6:00pm – 9:00pm and said if any Board Members would like to attend to let her know. Jennifer stated the speaker, John Chrastka, was a very good speaker.

Thomas Hausman read a thank you card from Antioch Community High School's Health & Wellness committee for the library's support and participation in the 2018 Health & Wellness Fair.

VII. Librarian's Report

A. Overview of Reports

Jennifer Drinka mentioned circulation was down 6% but e-materials were up 14%. Jennifer stated there was a patron request to use credit cards for printing jobs and she has it in the budget for next fiscal year. She reported we are getting good feedback for the new TVs. Jennifer told the Board APLD was featured in the Hi-Liter twice this past month; once for our teen Chess & Cookies program and once for National Library Week.

B. Personnel Changes

Jennifer Drinka reported Children's Associate, Jessica Duffy, resigned last Saturday.

VIII. New Business

A. Board Corner

- James Santi suggested the library pay overdraft fees if any occur during the bank transition. This was something that happened to him with a previous employer.
- Andrew Napier said it was interesting reading the bond information in the Board packet.
- Cinde DeBoer suggested a teen program idea of having a pro gamer speak. She mentioned her grandson heard of a speaker who went to Lakes Community High School in Lake Villa. Amy Blue said she would look into it.
- ~~Andrew Napier asked Jennifer where we are in the process of hiring a PC Support Specialist. Jennifer stated that interviews start tomorrow.~~

B. Citizens' Comments

There were no citizens' comments.

C. Staff Comments

Amy Blue stated the library had an event this past weekend, the Harp Twins, which drew over 100 people. She said people came from Iowa and Michigan to hear them because they have a big fan base.

D. Friends Report

Amy Blue mentioned the Friends would be having a \$5 bag sale in their bookshop on May 5. The Friends will have a table at the Community Garage Sale hosted by the Women's Club. The Friends and APLD will both have a booth at the Eco Fair this weekend, April 28 at the Township Center.

E. By-Laws

Jennifer Drinka said Melissa Rapp asked if she would be able to vote over the phone remotely when she could not attend a Board Meeting or vote by proxy. Jennifer researched her request and found out she could not unless it was in the by-laws. Jennifer told the Board their by-laws are out of date and asked if the Board would like to update as a committee. Thomas Hausman moved to appoint a special committee to update the by-laws. Andrew Napier and Cinde DeBoer volunteered to be on the committee. They will set a date for the first meeting after the next Board meeting.

F. Bonds, referendums and building project

This was discussed earlier in the meeting.

G. Closed Session - Personnel

James Santi moved and Andrew Napier seconded the motion to move the closed session and the Personnel Committee Report and Salary proposal to the end of the meeting. All voted aye.

The Board went into closed session at 8:21 pm and returned to open session at 8:32 pm.

H. Personnel Committee Report and Salary Proposal

After the closed session, Andrew Napier moved and James Santi seconded the motion to accept the adjustment of Head of PR to pay grade 8, change Adult Associate to pay grade 6, add a part time Children's Associate at 20 hours a week and pay grade 6, add four hours a week to both Tech Service Assistants to 24 hours a week, add a new position for PR Associate at 20 hours a week pay grade 6, and add an overall 2% increase to all staff effective July 1, 2018. The Board also agreed to stay with United Health Care at a 5% increase, continue \$2,000 per covered employee health reimbursement account, stay with current VSP eye care insurance plan, and stay with Principal dental insurance plan at a 4.9% increase. On a roll call vote: Cinde DeBoer, aye; James Santi, aye; Andrew Napier, aye; and Thomas Hausman, aye.

I. Appoint Budget Committee & set meeting date

Thomas Hausman, James Santi, Andrew Napier, Cinde DeBoer, and Jennifer Drinka all volunteered to be on the Budget Committee. The committee will meet on Tuesday, May 8 at 6 pm.

J. PER 1: Equal Employment Opportunity

Andrew Napier moved and James Santi seconded the motion to approve policy PER 1: Equal Employment Opportunity. All voted aye.

K. PER 2: Position Inventory

Cinde DeBoer moved and James Santi seconded the motion to delete PER 2: Position Inventory from the policy manual. Jennifer Drinka and our lawyer recommends deleting it since it is really a procedure not a policy. All voted aye.

L. Appendix C: Processing Repairs Assistant & Acquisitions Database Assistant

Jennifer Norris, Head of Tech Services, joined the meeting at 7:55 pm. Jennifer Drinka asked Jennifer Norris to explain to the Board why she refined the job descriptions in her department. James Santi moved and Andrew Napier seconded the motion to approve Appendix C:

Processing Repairs Assistant & Acquisitions Database Assistant. All voted aye.

IX. Unfinished Business

A. Front Door project updates

Jennifer Drinka said she would have an update next month. There have been issues securing an electrician's quote. Jennifer said she still hopes to have it complete this fiscal year.

B. Strategic Initiative: New Books update

Amy Blue explained this initiative started in January. New adult books are more available in a timely matter. They are ordered weekly now and there is faced out shelving. Amy explained from January to mid-April circulation of new books were up 9% versus last year and hold time is down one day. Jennifer Norris explained priority items are done first as well.

C. Banking Relationships Resolution 18-2

Andrew Napier moved and James Santi seconded the motion to accept Resolution 18-2 to move to State Bank of the Lakes (SBOTL). Andrew Napier met with Julie Macaluso from SBOTL and said they suggested four accounts.

- Option 1 – Maintaining \$550,000 monthly average balance in the operating to help offset fees using an increased ECR.**
- Option 2 – Same as Option 1 but with a reduced balance in the checking account, \$200,000 monthly average balance.**
- Option 3 – Same as Option 1 but with fraud protection for the operating account.**
- Option 4 – Same as Option 2 but with fraud protection for the operating account.**

SBOTL also recommends making the Foundation Account a CD since the funds will not be used in the immediate future. Andrew Napier recommends going with Option 4 above. The fees for fraud protection are about \$1,400 annually; however, the interest we would receive outweighs the fraud protection fees. On a roll call vote: Cinde DeBoer,

aye; James Santi, aye; Andrew Napier, aye; Thomas Hausman, aye.

X. Adjournment

Andrew Napier moved and Cinde DeBoer seconded the motion to adjourn at 8:38 p.m. All voted aye.



Cinde DeBoer, Secretary

