



## **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, May 29, 2018 at 7:00 p.m. in the Board Room at the library.**

**Present:**

- **Library Board Members: James Santi, Andrew Napier, Cinde DeBoer, Gene LeFave, Melissa Rapp (arrived at 7:01 p.m.) and Thomas Hausman**
- **Absent Board Members: Ken Barnett**
- **Library Staff Members: Jennifer Drinka, Amy Blue, Sam Langford (left 7:23 p.m.)**

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

**Andrew Napier moved and James Santi seconded a motion to approve the April 2018 Minutes of the Antioch Public Library District Board of Trustees Meeting as amended. Jennifer Drinka pointed out page three and last bullet point of the Minutes contained information regarding PC Support Specialist, which was from the previous Minutes in error and should be removed. All voted aye.**

**Andrew Napier moved and Melissa Rapp seconded a motion to approve the April 24, 2018 Executive Session Minutes. All voted aye.**

**Cinde DeBoer moved and James Santi seconded a motion to approve the April 11, 2018 Personnel Committee 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 May 2018. On a roll call vote: Melissa Rapp, aye; James Santi, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; and Thomas Hausman, aye.**



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

**Andrew Napier reported:**

- **There is \$987,832.84 in Heartland Bank as of 5/29/2018 and around \$11,000 in State Bank of the Lakes Foundation account deposited to a 12-month CD.**
- **Jennifer Drinka met with State Bank of the Lakes (SBOTL) and Heartland Bank.**
- **The safe deposit box is open at SBOTL.**
- **Jennifer Drinka deposited a property tax replacement check at SBOTL, ordered checks, and deposit stamps. When the checks come in, SBOTL will verify the information on the checks for accuracy.**
- **We have applied for SBOTL credit cards.**
- **ACH auto deposits still need to be converted to SBOTL.**
- **We will get one more tax deposit in June at Heartland Bank.**
- **We will make the June bond payment out of SBOTL.**
- **SBOTL recommended we write a large check from Heartland Bank and deposit it in the new SBOTL checking account.**

**Gene LeFave moved and Andrew Napier seconded a motion to preapprove a check written to SBOTL from Heartland Bank for \$750,000 - \$1.5 million to transfer funds. On a roll call vote: Melissa Rapp, aye; James Santi, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; and Thomas Hausman, aye.**

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

**Thomas Hausman stated he attended a presentation in Alsip: "Funding and Design for a Renovation or New Building Project: What Trustees Need to Know." Thomas Hausman likes the big picture way of thinking. He said the general concept of the meeting was "lead, do not just react." Thomas Hausman is in favor of expansion, but would like the consensus of the board to be in favor also before a committee is formed. Thomas stated he would be having Lasik surgery the day of the June Board meeting but he should still make the meeting. Thomas thanked Jennifer Drinka and all involved in the banking transfer.**

## **VI. Notices and Communications**

### **A. AARP Tax Thank you**

Thomas Hausman read a thank you letter from AARP tax consultant Derek Rogers, thanking the library staff for all the help and assistance provided them throughout the years.

### **B. Dog's Ear Staff E-Newsletter**

A copy of the staff newsletter was in the Board packet.

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

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

**Jennifer Drinka said:**

- The donations received in memory of Mary Kay McNeill would be used to purchase a table with Duplos on one side of the table and trains on the flip side for the Children's department with a plaque placed on it honoring her.
- Jennifer Drinka will be meeting with Chicagoland Paving and Gewalt Hamilton on May 30 regarding the parking lot frost heaving, sinkhole, and dead bush.
- Jennifer told the Board she was having surgery on June 28 and could be absent between two weeks to two months. Thomas Hausman asked if there are any rules to follow in Jennifer's absence. Jennifer said FMLA paperwork has been filed giving her up to 12 weeks of time off. She also stated Amy Blue would be informed of all her responsibilities before her absence.
- Gene LeFave asked how the Little League parking was going. Jennifer said there was some miscommunication in the beginning of the season but so far, no issues have occurred. Jennifer said we are going to put slips of paper with 'Please do not park here – you will be towed.'

### **B. Personnel Changes**

Jennifer Drinka stated Morgan Eckley was hired as Youth Services Associate. Morgan has a Master of Library and Information Science

**(MLIS) degree from University of Illinois at Urbana-Champaign. James Santi expressed hope she will stay considering her qualifications. Andrew Napier moved and Melissa Rapp seconded a motion to accept the new hire. All voted aye.**

### **C. Text Notices and Loan History**

**Jennifer Drinka told the Board in their Board packet is a copy of how text messaging would look from a patron end and a staff end. We will be starting this June 1. The Circulation Department will have to monitor notifications to make sure they are correct. Patrons will have to opt-in with a signed waiver at the Circulation desk. We did a fast facts survey to see what other libraries do or do not do regarding loan history. Most libraries are patron activated. Staff and patrons would be able to view the loan history. Thomas Hausman said if we do this, then by federal law, law enforcement could request to see loan histories without informing the patron. This warning should be on the waiver. Consensus of the Board was to make loan history available. Melissa Rapp recommended we have our counsel look at the opt-in form and waiver.**

### **D. Front Door project updates**

**Jennifer Drinka met with Fred Schuster and Direct Electric. We are now waiting on a proposal from Direct Electric. We hope to have the door complete and paid for by June 30.**

## **VIII. New Business**

### **A. Board Corner**

- Melissa Rapp apologized for missing April's Board meeting. She had a tour of New York Public Library's main library.**
- Gene LeFave said he was very happy he could now keep a list of his loan history.**

### **B. Staff Comments**

**There were no staff comments.**

### **C. Friends' Report**

**There was no Friends' report.**

### **D. Citizen's Comments**

**There were no Citizen's comments.**

### **E. Ordinance 18-1, Non-Resident Fee**

**Jennifer Drinka reminded the Board this has to be approved every year. The non-resident fee is \$314 this year. Gene LeFave moved and James Santi seconded a motion to approve Ordinance 18-1, Non-Resident Fee. On a roll call vote: Melissa Rapp, aye; James Santi, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; and Thomas Hausman, aye.**

### **F. Ordinance 18-2, Meeting Dates**

**Gene LeFave moved and Andrew Napier seconded a motion to approve Ordinance 18-2, Meeting Dates. Jennifer Drinka pointed out December's Board meeting was moved up one week to December 18, 2018. On a roll call vote: Melissa Rapp, aye; James Santi, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; and Thomas Hausman, aye.**

### **G. PER3: Employment Classifications Policy**

**Jennifer Drinka said this is part of ongoing policy updates. We are replacing two old policies with one new one. We took out outdated versions. Andrew Napier moved and Melissa Rapp seconded a motion to approve and adopt an Employment Classification Policy, which will supersede all prior personnel policies, including without limitation the last version of the Definition of Employment Status Policy established in the Library District's Personnel Policy Manual and the Employment Classifications Policy established in the Library District's Employee Handbook, which were previously approved by this Board of Library Trustees. All voted aye.**

**H. Appendix C: Head of Adult Services, Adult Services Associate: Teen Specialist, Technical Services Associate: Cataloging & Metadata, Technical Services Associate: Cataloging & Acquisitions**

The following modifications were made: Head of Adult Services – pay grade 9 and Teen Specialist – pay grade 6. Andrew Napier recommended the two technical services job descriptions should change ‘Customer Service’ to ‘Patron Service’. Andrew Napier moved and James Santi seconded a motion to approve Appendix C: Head of Adult Services, Adult Services Associate: Teen Specialist, Technical Services Associate: Cataloging & Metadata, Technical Services Associate: Cataloging & Acquisitions, as amended. All voted aye.

**IX. Unfinished Business**

**A. 2018-2019 Tentative Budget & Appropriation**

Jennifer Drinka relayed according to our lawyer, we should approve a tentative budget so we have something for public review. The Budget is included in the Board packet. In August, at a hearing, the public will have the opportunity for comment. The Budget & Appropriation will be approved in August 2018. James Santi moved and Cinde DeBoer seconded a motion to accept the Tentative Budget & Appropriation. On a roll call vote: Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave aye; Melissa Rapp, aye; and Thomas Hausman, aye.

**B. Schedule Special Committee for By-Laws review**

Jennifer Drinka stated our by-laws need updating. Cinde DeBoer and Andrew Napier volunteered to be on a committee to review them along with Jennifer Drinka. The Special Committee for By-Laws review will be on Tuesday, June 12, 2018 at 6 p.m. in the Board Room at the library.

**C. Financing of Expansion**

Thomas Hausman spoke further of his presentation in Alsip. Thomas said the speakers were a bond agent and an architect of libraries so there was bias. There are four aspects of good libraries:

- **Creating**
- **Social**
- **Learning**
- **Technology**

**We have implemented many of these. The wave of the future is social connection; so improving that is important. Avoid wish lists and ask yourself - What is the need for innovation? Do not try for average, try to be more. Ask yourselves as Board members: What should a library do? Places to learn and congregate. Whatever we would decide to do we should concentrate on these: Financing – we have alternate revenue bonds, levy can continue unaffected after bonds expire (1/01/2021). Any expansion will probably be more than the current bonds worth. We can issue bonds for any amount we can afford to pay out of the Corporate Fund. Thomas continued, they recommend reissuing bonds and go for a smaller referendum. Gene LeFave said we issued corporate bonds so we could reissue rather than building bonds that we would not be able to reissue. Thomas said there is no point in our continuing to discuss if there is no interest on the part of the Board to form a committee to investigate finances, what we need, and other issues related to expansion. Can we focus on a place to learn and place to congregate? The speakers stressed the importance of getting citizens to come to our meetings for input. The speakers suggested looking at teens because they are going to be the active users in 20 years. Is there any interest in forming an expansion committee? Andrew Napier asked about a remodel/renovation instead of expansion. Thomas Hausman said that would be a part of the committee. Andrew Napier said it does not hurt to explore, Melissa Rapp agreed it does not hurt to explore. Cinde DeBoer is in favor of expansion. James Santi asked about collaborating with the Village regarding meeting space. Thomas Hausman expressed the importance of keeping separate entities separate. Thomas Hausman asked Jennifer Drinka to put on the agenda to form a committee in July. Jennifer Drinka questioned forming a committee now when we are in the middle of a two-year strategic plan to strengthen our foundation. Thomas Hausman said this would be an exploratory meeting rather than a regular meeting.**

**X. Adjournment**

**Gene LeFave moved and Melissa Rapp seconded the motion to adjourn at 8:31 p.m. All voted aye.**

  
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**Cinde DeBoer, Secretary**