



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, July 31, 2018 at 7:00 p.m. in the Board Room at the library.

Present:

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

Thomas Hausman appointed Melissa Rapp, Secretary Pro-tem due to the absence of Cinde DeBoer

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

Gene LeFave moved and Ken Barnett seconded a motion to approve the June 2018 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye.

Andrew Napier moved and Ken Barnett seconded a motion to approve the June 12, 2018 By-Laws Committee Meeting Minutes. All voted aye.

III. Approval of Bills and Payroll

Andrew Napier moved and Melissa Rapp seconded a motion to approve the bills and payroll for the month of July 2018. On a roll call vote: Gene LeFave, aye; Melissa Rapp, aye; Ken Barnett, aye; Andrew Napier, aye; and Thomas Hausman aye.



IV. Treasurer's Report

Andrew Napier stated there was \$1,857,469.12 between our two existing banks. We still have around \$253K in Heartland Bank, which we plan to close next month. We have approximately \$1.6 million in State Bank of the Lakes (SBOTL). Gene LeFave asked if the last bond payment went through SBOTL. Andrew responded yes. Andrew also noted e-commerce payments (credit cards) are going to SBOTL.

V. President's Comments

Thomas Hausman informed the Board his cataract surgeries were successful in both of his eyes. He thanked Amy Blue for being interim Library Director while Jennifer Drinka was on medical leave.

VI. Notices and Communications

A. Dog's Ear Staff E-newsletter Summer 2018

Jennifer Drinka stated a copy of the staff e-newsletter was in the Board packet. Jennifer highlighted the Wizards Weekend went very well.

B. Jennifer Drinka Thank You

Thomas Hausman read a thank you card from Jennifer Drinka thanking the Board and Staff for their kindness and support during her medical leave.

VII. Librarian's Report

A. Overview of Reports

Jennifer Drinka reported patrons like receiving text messages when their holds come in. Holds 'checked out' have increased since text messages starting going out. Jennifer also stated our telescope checkouts are taking off and we currently have 10 holds for it. Jennifer told the Board our music video already has over 1,000 views. There is a staff committee working on the Fall In-Service day. Jennifer commented today was the last day of the Summer Reading Program. Young Adult and Teen statistics were up from last year; however, Children's were slightly less. The pool

party was last Friday and all went well with 200 people in attendance.

B. Personnel

1. Personnel Changes

Jennifer Drinka announced Hannah Fino has resigned her Page position to attend college. Sarah Dabrowski has transferred from Page to Children's Associate.

VIII. New Business

A. Board Corner

- Ken Barnett mentioned he was at the library early Saturday morning and had thought the front windows did not look as clean as they should be. Jennifer Drinka and Amy Blue responded our window cleaning service was scheduled Saturday.
- Gene LeFave stated Overdrive has expanded their e-book collection. Overdrive is trying to get users to use their App on Android. Gene would prefer not to use an App and does not think users should be forced to using one. Amy Blue believes Overdrive is heading towards that direction but will look into it further.

B. Citizens' Comments

There were no citizens' comments.

C. Staff Comments

Amy Blue reported we would be launching Kanopy tomorrow. Kanopy-a new library database filled with many movies and documentaries. Patrons of the Antioch District Library have five free downloads per month. Each download is available for viewing for three days. Access through the library website at www.apld.info or download the kanopy app to your handheld tablet or phone.

D. Friends' Report

Amy Blue reported Friends' has a new Treasurer, Melonnie Hartl.

E. Assign Chapters 6-10 of Trustee Facts File (discuss August)

Jennifer Drinka said one of the requirements for the Per Capita Grant is for the Library Trustees to read and discuss chapters 6-10 of the Trustee Facts File. Jennifer asked if they would like to read one chapter at a time or all at once. The Board agreed to read all at once and discuss at August's regular Board meeting.

F. Closed Session – Minutes of Closed Sessions

Melissa Rapp moved and Andrew Napier seconded the motion to go into closed session at 7:30 p.m. All voted aye.

The Board returned to open session at 7:36 p.m.

G. Resolution to Make Certain Closed Session Meeting Minutes Available for Public Inspection 18-3

Gene LeFave moved and Kenith Barnett seconded a motion to accept Resolution 18-3 to Make Certain Closed Session Meeting Minutes Available for Public Inspection. On a roll call vote: Melissa Rapp, aye; Ken Barnett, aye; Andrew Napier, aye; Gene LeFave, aye; and Thomas Hausman, aye.

H. Resolution to destroy old closed session audio recordings 18-4

Ken Barnett moved and Andrew Napier seconded a motion to accept Resolution 18-4 to destroy certain old closed session audio recordings. On a roll call vote: Andrew Napier, aye; Gene LeFave, aye; Melissa Rapp, aye; Ken Barnett, aye; and Thomas Hausman, aye.

I. PER 6: Uniformity of Workweek

The Board discussed policy PER 6: Uniformity of Workweek and agreed to change the verbiage of point 7 to read: "One Day of Rest in Seven – Non-exempt employees working more than twenty hours per week must have twenty-four (24) consecutive hours of rest in every calendar week, starting on Sunday and ending on Saturday." Gene LeFave moved and Andrew Napier seconded a motion to approve PER 6: Uniformity of Workweek, as amended. All voted aye.

J. PER 10: Hours of Work/Meal/Break Periods

The Board discussed policy **PER10: Hours of Work/Meal/Break Periods**. Andrew Napier thought the verbiage of the sentence *“Employees may use meal periods for the purpose of reducing their assigned work schedule only upon approval of the Director”* sounded confusing. Kathy Deaner relayed the staff understood this as is. The Board agreed to leave the section unchanged. Jennifer Drinka clarified staff must remain on library property during their 15 minute paid break times but can leave the property during any unpaid time off. Melissa Rapp moved and Andrew Napier seconded a motion to approve **PER 10: Hours of Work/Meal/Break Periods**. All voted aye.

IX. Unfinished Business

A. Secretary’s Audit Committee

Andrew Napier and Melissa Rapp will coordinate with Kathy Deaner when they will come in to audit the 2017/18 Minutes book. Jennifer Drinka reminded them the audit needs to be completed by the end of August.

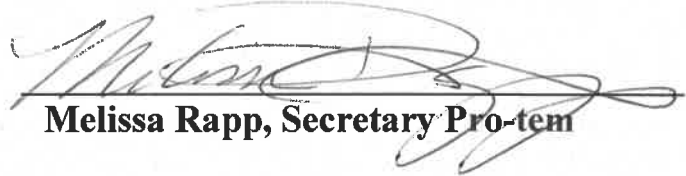
B. Financing of Expansion: Form committee & set meeting date

Andrew Napier moved and Ken Barnett seconded a motion to create a special committee to explore the feasibility of expanding and/or renovating the present APLD facilities. Gene LeFave asked what the committee would be expected to do. Thomas Hausman responded the committee should explore then recommend if the library should or should not expand or renovate the current facilities. If the recommendation is to expand or renovate how to reissue the bonds and communicate to the community. The Committee’s first meeting should be determining what steps need to be taken to accomplish the goal. Jennifer Drinka believes the idea is worth investigating and going to referendum and/or reissuing bonds. On a roll call vote: Gene LeFave, aye; Melissa Rapp, aye; Ken Barnett, aye; Andrew Napier, aye; and Thomas Hausman, aye. Thomas Hausman asked for three volunteers for the committee. Ken Barnett, Andrew Napier, and Melissa Rapp volunteered to be on the committee. Jennifer Drinka said she would also be on the committee. The first meeting will be August 14, 2018 at 7

p.m. in the Board Room at the library.

XI. Adjournment

Gene LeFave moved and Andrew Napier seconded the motion to adjourn at 8:10 p.m. All voted aye.



Melissa Rapp, Secretary Pro-tem