



## **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 25, 2018 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 moved and Ken Barnett seconded a motion to approve the August 2018 Minutes of the Antioch Public Library District Board of Trustees Meeting as corrected. All voted aye.**

**Melissa Rapp moved and Ken Barnett seconded a motion to approve the August 28, 2018 Minutes of the Budget & Appropriation Hearing. All voted aye.**

**Andrew Napier moved and Ken Barnett seconded a motion to approve the July 31, 2018 Executive Session Minutes. All voted aye.**

**James Santi moved and Melissa Rapp seconded a motion to approve the August 14, 2018 Facilities Feasibility Committee Minutes. Cinde DeBoer commented there was good information gathered. 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 2018. 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 informed the Board of the following bank balances as of September 25, 2018:

- State Bank of the Lakes has a total of \$2,345,860.02 for all accounts.
- Heartland Bank, only the MUNI checking account is still open and has a balance of \$1,030.53.
- All banks and accounts combined have a total of \$2,346,890.55.

Andrew Napier and Jennifer Drinka will close the Heartland Bank account this coming Saturday.

#### V. President's Comments

Thomas Hausman said he wanted APLD together with PM&L Theatre to host a two-person play "Love Letters" performed by a veteran PM&L actor, Gigi Willding, and himself. The performances will be November 2, 3, and 4 at APLD for mature audiences. The royalties paid cost approximately \$100 per performance. Tom mentioned his oldest granddaughter is currently performing in the musical 'Pippin' at the Skylight Music Theatre in Milwaukee through October 7, 2018 prior to moving to South Korea for theatre for a year. Tom also said Antioch's Rotary Club auction and dinner would be held October 6, 2018 at Father Fraley Hall at St. Peter Church and, if interested, see him after the meeting for tickets. Tom stated he would be running for the Board for one more term and he had already picked up his petition packet.

#### VI. Notices and Communications

Thomas Hausman read a thank you card from Reference Associate, Jan Johnson, for the sympathy flowers sent after her mother's passing. Tom read a letter from APLD's auditors, Eder, Casella & Co. regarding the annual audit the week of October 8, 2018 and requesting the availability of one Board member during that week. Gene LeFave stated the auditors usually speak with the Board Treasurer. Andrew Napier said he would be available when needed. Thomas Hausman read APLD's 'Non-discrimination Testing' results administered by TASC. Jennifer Drinka explained each year, employers are obliged to ensure that their Flexible Spending Accounts (FSAs), Health

**Reimbursement Arrangements (HRAs), Group Term Life Insurance, and Self-Insured Medical Plans do not discriminate in favor of Highly Compensated Individuals (HCI). Employers who fail to test annually risk the possibility of fines and penalties. TASC help ensure compliance of our various employee benefits plans. Attached to these Minutes is the printout of APLD's passing Non-Discrimination Assessment Results.**

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

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

**Jennifer Drinka was excited to report circulation for the month of August was up 5-1/2%, downloads increased 37%, and passive programming was up 10% from last year. Jennifer said she has received several positive comments about our Interlibrary Loan (ILL) services from other libraries. Jennifer stated the sinkhole in the public parking lot has not been filled in yet. She was assured it would be done before November 12. Jennifer has left messages for Fred Schuster stating the new automated front door needs to be installed before winter. She will update the Board next month as to the progress. Jennifer said petition packets are now available. Cinde DeBoer, Gene LeFave, Thomas Hausman and Melissa Rapp are all up for election. See Jennifer Drinka or Amy Blue after the meeting if you would like a petition. Signatures may be obtained now through December 17, 2018. Petitions will need a minimum of 50 signatures from qualified voters of the district to be placed on the ballot. Petitions should be filed at the Antioch Public Library District from Monday, December 10 through Monday, December 17, 2018 between the hours of 9 a.m. to 5 p.m. Monday through Friday. Wednesday, March 6 @ 7p.m. APLD will host 'Meet the Candidates Night.'**

### **B. Personnel Changes**

**Jennifer Drinka announced the following personnel changes:**

- Sarah Dabrowski was hired as Children's Associate transferring from a Page position.**
- Dana Bokhari was hired in our new position Marketing & Communications Associate starting next week.**
- Vanessa Bredahl, former Administration Assistant, has been rehired in a Page position.**

**Cinde DeBoer moved and Andrew Napier seconded the motion to approve all new hires. All voted aye.**

## **VIII. New Business**

### **A. Board Corner**

- **Melissa Rapp commented she was recently away and attempted to logon but could not remember her password. Our system did not provide an automated password reset and since it was after hours, she could not logon. Melissa wondered if this could be a frustration with other patrons as well. Jennifer Drinka said she would look into it.**
- **James Santi stated, since downloads are going up, he is concerned with public perception if we move forward to obtain new bonds via Referendum for the expansion or renovation of the library. APLD needs to be promoted as relevant to the community. Thomas Hausman agreed and we need to keep that in mind with marketing.**
- **Andrew Napier reported the Strategic Plan website committee met last Wednesday. The website will have a new theme and better structure going forward. Jennifer Drinka commented the website is having some problems currently, but I.T. is working with the web designers and a new theme.**
- **Gene LeFave commented he was pleased when he checked out the telescope from Circulation and he really likes it. Gene said he likes to get his voter signatures for his petition in the parking lot of the library. Patrons have asked him very interesting questions and given him relevant comments in the past.**

### **B. Staff Comments**

**Jennifer Drinka said she was glad for Amy Blue's past and present help with the election process.**

### **C. Citizens' Comments**

**There were no citizens' comments.**

#### **D. Friends' Report**

Amy Blue reported Friends donated \$2,675 which included a second telescope, E-books, and STEM Robotic kits (OSMO) for the library.

#### **E. April 2, 2019 Election Petition Packets available**

This was discussed earlier in the Board meeting.

#### **F. Set Date of Levy Hearing**

Andrew Napier moved and Melissa Rapp seconded the motion for the Levy Hearing to be on October 30, 2018 at 7 p.m. just prior to the next regular Board meeting. All voted aye.

#### **G. Staff Evaluation and Self-Evaluation Forms**

Thomas Hausman asked if there were any questions regarding the revised staff evaluation and self-evaluation forms in their Board packets. Melissa Rapp asked if we were doing 360-degree evaluations. Jennifer Drinka responded not yet. A 360-degree feedback (also known as multi-rater feedback, multi-source feedback, or multi source assessment) is a process through which feedback from an employee's subordinates, colleagues, and supervisor(s), as well as a self-evaluation by the employee themselves is gathered. Jennifer stated these evaluations are not used for merit increases. Ken Barnett moved and James Santi seconded the motion to approve the staff evaluation and self-evaluation forms. All voted aye. Jennifer Drinka informed the Board her own performance review is overdue. She asked when hers should be done, anniversary date or calendar year like everyone else. The Board agreed to use Jennifer's anniversary date. Jennifer Drinka said the Board would need to go into Executive Session at the next Board meeting to discuss her evaluation. Jennifer will email the evaluation forms to the Board and they should turn them in to Thomas Hausman prior to the meeting. Melissa Rapp likes the section in the self-evaluation that asks *'What kind of support and/or guidance would you like to see from your manager?'*

## **H. PER12: Working at Home**

**Melissa Rapp moved and Andrew Napier seconded the motion to approve policy PER12: Working at Home. Melissa Rapp inquired if the wording 'work at home' was too specific. Jennifer Drinka said she had the lawyer approve the verbiage but will confirm that it is not too specific. All voted aye.**

## **I. Head of Maintenance, Maintenance Custodian & Assistant Director**

**Cinde DeBoer moved and James Santi seconded a motion to approve Head of Maintenance, Maintenance Custodian & Assistant Director job descriptions. Andrew Napier asked if the Maintenance manager is at the team meetings. Jennifer said he was. All voted aye.**

## **IX. Unfinished Business**

### **A. By-Laws**

- Thomas Hausman stated the committee had reviewed the current By-Laws. Thomas Hausman asked for a motion to temporarily give the President Chair to Gene LeFave in order to comment on the suggested revisions. James Santi moved and Melissa Rapp seconded the motion to temporarily give the President Chair to Gene LeFave. All voted aye.**
- Thomas Hausman objected to the proposed Article IV revision where 'no person shall serve in the same office for more than two (2) full consecutive office terms.' Tom believes the President should serve four years. Cinde DeBoer said she had checked with other libraries and they have similar term limits. Andrew Napier said he likes the idea of rotating officer seats around to strengthen the Board dynamic. Cinde DeBoer also likes the idea of new perspectives/view points. James also asked if this was because the last President served 34 years. Andrew responded no. James Santi suggested a compromise of three terms, which Tom Hausman was amenable. Ken Barnett commented an officer with longer-term positions might have a better understanding of current issues. Gene LeFave explained there were no term limits in the past for officer positions. Melissa Rapp asked to table the term limits discussion. The By-Laws Committee will gather**

additional information on term limits to present to the Board at the October 2018 meeting.

- Thomas Hausman believes Article VII. Order of business is in the wrong order according to *Roberts Rules of Order*. According to *Robert's Rules of Order*, Unfinished Business is before New Business. The By-Laws Committee will investigate.
- Thomas questioned Article VIII Remote Regular and Special Meeting Attendance. He asked if remote trustees would have the right to vote. It is not currently defined in the By-Laws. Jennifer said if a physical quorum is present, a trustee may participate remotely, including the right to vote. Jennifer stated By-Laws could be as detailed as the Board wants. The By-Laws Committee will research remote participation and update the By-Laws accordingly.

Gene LeFave said there would be no vote on the By-Laws today. Gene LeFave moved and James Santi seconded a motion to send the By-Laws back to the committee for review and to return the President Chair back to Thomas Hausman. All voted aye. Jennifer Drinka appreciates the time the Board is giving the By-laws.

#### B. Baby Shower/Diaper for Fines

Jennifer Drinka followed up on a suggestion Melissa Rapp had regarding patrons giving food for fines during the holiday season. Jennifer said the management team discussed the idea. The food pantry has enough food during this time but are in need of diapers for families. We are exploring how to systematically forgive fines.

#### X. Adjournment

Andrew Napier moved and Gene LeFave seconded the motion to adjourn at 8:45 p.m. All voted aye.

  
Cinde DeBoer, Secretary

