



## **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, March 26, 2019 at 7:01 p.m. in the Board Room at the library.**

**Present:**

- **Library Board Members: James Santi, Cinde DeBoer, Gene LeFave, Melissa Rapp and Thomas Hausman**
- **Absent Board Members: Ken Barnett**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, Becky Jacobson, and Jane Friess**
- **Citizens: Bob Burke, Karen Batterman**

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

**James Santi moved and Cinde DeBoer seconded a motion to approve the February 2019 Minutes of the Antioch Public Library District Board of Trustees Meeting. Cinde DeBoer asked if the Abderholden family requested books by Women authors or books about Women's Rights. Jennifer Drinka responded the family asked for their donations be used to purchase books by Women authors. All voted aye.**

**Cinde DeBoer moved and James Santi seconded a motion to approve the February 26, 2019 Closed Session Minutes. All voted aye.**

**III. Approval of Bills and Payroll**

**Melissa Rapp moved and Gene LeFave seconded a motion to approve the bills and payroll for the month of March 2019. On a roll call vote: James Santi, aye; Cinde DeBoer, aye; Gene LeFave, aye; Melissa Rapp, aye; and Thomas Hausman, aye.**



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

**Gene LeFave was happy to report he was able to approve payroll checks today for the first time with State Bank of the Lakes.**

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

**Thomas Hausman reminded the Board we have three open positions for Board Trustees to appoint. We need to fill the vacancies left by Andrew Napier, Gene LeFave and Melissa Rapp. James Santi inquired how quickly could we fill the positions. Thomas Hausman responded within a month. Thomas reported the Library has received over \$2,000 in donations in memory of Delores Abderholden. Thomas will be contacting the family to ask if they would like one leaf or two for *The Wall of Honor* tree. Thomas wished Melissa Rapp well with her new job and is sorry to say goodbye.**

#### **VI. Notices and Communications**

##### **A. Letter from Melissa Rapp**

**Thomas Hausman read a letter from Melissa Rapp resigning her position on the Board of Trustees of the Antioch Public Library District effective May 1, 2019 due to her relocating for a professional opportunity.**

##### **B. LACONI Trustee Banquet**

**Thomas Hausman invited the Board to attend several events in Lake County for nonprofit organizations.**

- April 12, 8:30am – Building a Strong Board, presented by Liz Livingston Howard**
- April 17, 5:30pm – Evening Networking Exchange Connecting people with volunteer leadership opportunities, remarks by Jennifer Paul**
- May 22, 5:30pm – Increasing Board Engagement, presented by Mark McCareins**

**Thomas asked anyone wishing to attend to let Jennifer Drinka know.**

**Thomas Hausman read a letter from the Office of the Secretary of State awarding the Antioch Public Library District a FY2019 Illinois Public Library Per Capita Grant for \$32,638.75.**

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

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

Jennifer Drinka mentioned to the Board the new Head of Children's, Jane Friess, has been doing a lot of weeding and the area is much more attractive now. Melissa Rapp asked where the old books go. Amy Blue said the Friends will take some and those which are not too worn we donate to local schools. Jennifer reported downloads are up 56% and website visits are up 62% from last year. Jennifer responded to patron comments as to why APLD is still charging fines. Jennifer said income from fines is important and we take in approximately \$25,000 a year. Melissa Rapp commented she appreciates fines as a teaching tool for children. James Santi suggested having a specific fine free day. Jennifer responded the library is considering it. Jennifer highlighted patrons like the train table in the Children's department and the free tax preparation offered by AARP. Jennifer stated she signed off on some new security for the library: Auto locks on interior doors, panic buttons, and alarm on staff doors. Jennifer told the Board she planned to purchase new devices, tablets, for the Board Trustees, which have been budgeted for this fiscal year. Jennifer described the options available to them as researched by APLD's IT department. The Board continued to discuss the various devices.

### **B. Personnel Changes**

Jennifer Drinka stated Kris Siepl has been with APLD for five years and she will present him a certificate for outstanding service and a check for \$50. Kris was not at this evening's Board meeting.

### **C. Introduce new Head of Children's Services, Jane Friess**

Jennifer Drinka introduced Jane Friess, APLD's new Head of Children's Services. Jane said she was happy to be here and told the Board Jennifer Drinka had been a past boss of hers. Jane explained her experience and highlighted she plans on expanding our outreach in the community. Thomas Hausman agreed outreach is important and we want to be a community center.

#### **D. Volunteer Luncheon, Wednesday, April 10, 2019, 12:00pm**

**Jennifer Drinka invited the Board to this year's Volunteer luncheon on Wednesday, April 10, 2019 at 12:00pm.**

### **VIII. Public Comment**

#### **A. Board Corner**

- **Cinde DeBoer said she brought her granddaughter to the library and she loved the lite bright and the Connect 4 in the Children's department.**
- **Melissa Rapp said she would save her parting words for next month. Melissa told the Board about a podcast she watched regarding social infrastructure and the power of libraries which she found very interesting. The link to this podcast is included with the Minutes.**  
<https://www.npr.org/2019/04/03/709567750/radically-normal-how-gay-rights-activists-changed-the-minds-of-their-opponents>

#### **B. Citizens' Comments**

**Bob Burke, candidate for Board Trustee, member and volunteer of Antioch's Senior Center said he has been a patron of the library for a long time and enjoys reading through previous month's Minutes. Bob's wife Karen Batterman said she is a member of Antioch's Women's Club and they are interested in working together with the library on future projects. Karen asked why there were three open Trustee positions. Cinde DeBoer and James Santi said two trustees are moving out of state and one is moving on after over 28 years of service. Thomas Hausman explained the process regarding who is on the ballot and why the Board would be appointing three candidates not on the ballot. Bob Burke said he has a positive feeling about the library and has previously worked with the library's Reference Department and Public Relations Department.**

#### **C. Staff Comments**

**Becky Jacobson, Head of Marketing & Communications (*formerly Public Relations Department*), said we have enjoyed working with the Senior Center. Becky stated she has overheard patrons specifically *not***

**complaining** about paying fines for late returns. Amy Blue, Assistant Library Director, gave a shout out to Becky Jacobson for acquiring our seed donation for National Library Week. The library will be handing out free seed packets to patrons in an effort to *help our community grow*, the week of April 8. Amy reported on Thursday, April 11 the library would be hosting Digipalooza. Staff will be set up in the foyer to assist patrons with accessing Hoopla, Kanopy, RBDigital, Freegal and all our other online content.

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

Amy Blue reported Friends received \$400 for some NASCAR books that were donated. Friends will have a table at the Women's Club Garage Sale this spring and are looking for donations. Citizen Karen Batterman said the cost for a booth/space is \$20 - \$25, which goes to Open Arms Mission. Anything sold, the vendor keeps.

### **IX. Unfinished Business**

#### **A. Trustee Appointment Committee & set interview dates**

Thomas Hausman asked who would like to be on the Trustee Appointment Committee. The committee will consist of James Santi, Cinde DeBoer, Melissa Rapp and Thomas Hausman. Interviews will take place April 8 and 9 starting at 6pm both nights. Jennifer Drinka will email interview questions and letters from all candidates to the committee. Jennifer will also contact candidates to set up their interview time. Three candidates will be selected after the interviews and asked to attend the April 23, 2019 Board Meeting.

#### **B. Facilities Feasibility Committee**

Melissa Rapp stated the committee met last Monday. The committee has met with three different architect firms. Jennifer Drinka has compiled data from other libraries. Melissa said the committee recommends going forward with Rick McCarthy @ Studio GC. Studio GC will work within our budget. Melissa said the committee would go on break until after the election. Cinde DeBoer asked if the committee will write up what has been done so far and Melissa responded yes. Melissa Rapp moved and James Santi seconded a motion to move

forward with architect Rick McCarthy @ Studio GC. On a roll call vote: James Santi, aye; Cinde DeBoer, aye; Gene LeFave, aye; Melissa Rapp, aye; and Thomas Hausman, aye. Jennifer Drinka told the Facilities Feasibility Committee to save their notes in anticipation of possible FOIA requests from other architects.

**X. New Business**

**A. PER 17: Paid Holidays Policy**

James Santi moved and Gene LeFave seconded a motion to approve and adopt PER 17: Paid Holidays Policy, which will supersede all prior personnel policies, including without limitation the last version of the Paid Holidays Policy established in the Library District's Personnel Policy Manual and the Holidays Policy established in the Library District's Employee Handbook, which were previously approved by this Board of Library Trustees. All voted aye.

**B. PER 22: Personal Leave Policy**

Melissa Rapp moved and Cinde DeBoer seconded a motion to approve and adopt PER 22: Personal Leave Policy, which will supersede all prior personnel policies, including without limitation the last version of the Personal Leave Policy established in the Library District's Personnel Policy Manual and the Personal Time Policy established in the Library District's Employee Handbook, which were previously approved by this Board of Library Trustees. Melissa asked if this was separate from the sick and vacation policy. Jennifer Drinka responded yes. Cinde DeBoer commented 'all full time employees' are lined out of the revised version. Jennifer Drinka noted the error and will add it back to the policy. All voted aye.

**C. Appoint Personnel Committee & set meeting date**

James Santi moved and Melissa Rapp seconded a motion to appoint a Personnel Committee. All voted aye. The Personnel Committee will consist of Thomas Hausman, Cinde DeBoer, James Santi, and Gene LeFave *if meeting at 7pm*. Jennifer Drinka will call our insurance broker Russell Warye from Benefit Partners Group to set up a meeting for Monday, April 15 at 7pm with the committee.

**XI. Closed Session if necessary**

**Jennifer Drinka distributed to the Board reasons the Library Board can go into Closed Session. Those reasons include:**

- **Employment, discipline, performance or compensation of specific employee(s)**
- **Deliberations concerning salary schedules**
- **Selection of a person to fill an office**
- **Purchase of real estate or setting price for sale of property**
- **Security procedures to respond to actual, threatened or reasonable potential danger**
- **Pending, probable or imminent litigation against, affecting or on behalf of Library**
- **Discussion of closed session minutes**
- **Meetings with auditors to discuss internal control weaknesses, known or suspected frauds and fraud interviews**

**XII. Adjournment**

**Gene LeFave moved and Cinde DeBoer seconded the motion to adjourn at 8:37 p.m. All voted aye.**



**Melissa Rapp, Secretary Pro-tem**

