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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 23, 2019 at 7:00 p.m. in the Board Room at the library.

Present:

- **Library Board Members: James Santi, Ken Barnett, Cinde DeBoer, Gene LeFave, Melissa Rapp and Thomas Hausman**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, Becky Jacobson, and Sam Langford**
- **Citizens: Karen Batterman, Bob Burke, Anne Freeman, Becky Masik, Brittany McManus, Michael McManus, Rachel Phillips, and Scott Zalatoris**

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

James Santi moved and Cinde DeBoer seconded a motion to approve the March 2019 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye.

Ken Barnett moved and James Santi seconded a motion to approve the March 18, 2019 Facilities Feasibility Minutes. All voted aye.

III. Approval of Bills and Payroll

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

IV. Treasurer's Report

There was no treasurer's report.



V. President's Comments

Thomas Hausman spoke on the importance of volunteerism and how it makes us strong. Thomas commended the APLD staff for the Volunteer Luncheon. Thomas said the Board trustees are also volunteers. They volunteer their time for monthly meetings and various committees throughout the year. Staff also work at various events throughout the year, which is outside their normal job responsibilities. Thomas thanked them all.

Thomas reported he, Cinde DeBoer, and Melissa Rapp were re-elected to the Board because of the April 2, 2019 Consolidated Election. Unfortunately, Melissa Rapp will be resigning from the Board as of May 1, 2019.

VI. Notices and Communications

A. 2018 Tax Extension

Jennifer Drinka included a copy of the 2018 Tax Extension in the board packet. Jennifer reported an increase of \$70,725.29 from last year for a total of \$2,689,562.52.

B. Volunteer Luncheon Thank You

Thomas Hausman read a thank you note from Friends member Marilyn Cotteleer to Kathy Deaner, Suzanne Jones and Library staff for the wonderful Volunteer Luncheon.

VII. Librarian's Report

A. Overview of Reports

Jennifer Drinka told the Board their new iPads are ready. They can exchange their old one for the new one tonight with Sam Langford, IT Associate, or schedule another day to come in and meet with either Sam or Paula Williams, Head of IT. Jennifer told the Board policy manual updates will now be available online for them or they can continue to receive paper copies. Cinde DeBoer preferred the hard paper copies while the remaining members preferred the online version. Jennifer met with architect Rick McCarthy of Studio GC. Rick would like to meet with the entire Board in June or July to go over the facilities renovation. The Board

decided to schedule the meeting at the May Board meeting after the newly appointed trustees have been sworn in. Jennifer addressed the patrons' comments asking for phone charger 'rentals'. The library now offers charging cords for in-house circulation. Jennifer reminded the Board she would be on vacation May 2 – 18.

B. Parking Lot Update

Jennifer Drinka stated the parking lot should be repaired between April 30 – May 3. Thomas Hausman asked who owns the strip of road to the entrance of the library parking lot. Jennifer responded it is a combination of the library, the Village and the eye doctor. Thomas said there are many potholes in that area. Jennifer will speak to the Village.

C. Fire Inspection/Shed

Jennifer Drinka reported the fire inspector was at the library and said we cannot store certain combustible containers in the building, which is currently stored in maintenance. We will be purchasing a shed costing around \$6,000 for those items to comply with the fire code. The fire inspector also said we could not store items under the stairways. Friends had to move many of their items in order to comply with the fire code. The occupancy of the Boardroom went from 18 to 20, per the fire inspector.

D. Personnel Changes

- i. Gwenyth Shehorn, Children's Services Assistant
- ii. Sydney Koslica, Children's Summer Intern

Jennifer Drinka reported Gwenyth Shehorn has been hired as Children's Services Assistant beginning April 25 and Page, Sydney Koslica, would be transferring as Children's Summer Intern as of May 20. Jennifer told the Board Children's Assistant, Amy Paddock retired March 29 and Children's Associate Kylie Fleming is leaving May 2. Melissa Rapp moved and James Santi seconded the motion to approve new hires. All voted aye.

VIII. Public Comment

A. Board Corner

- **Cinde DeBoer** inquired about the library investing in a laminator for patron usage. **Jennifer Drinka** said we have thought about it. It may be feasible if the library gets a business center after renovations.
- **Melissa Rapp** thanked the Board for a '*great run*'. She said it has been a pleasure serving on the Board. **Thomas Hausman** thanked **Melissa** for her service on the Board of Trustees.

B. Citizens' Comments

Becky Masik, Trustee Candidate, said she was happy to be here. It was her first time. **Scott Zalatoris**, Trustee Candidate, said it was his first time as well and he was glad to be here. **Karen Batterman** and **Bob Burke**, Trustee Candidate, also enjoy being here. Citizen, **Michael McManus** was glad to be here and ACHS student, **Brittany McManus** was here for Mr. Trout's Government class along with fellow classmates **Anne Freeman** and **Rachel Phillips**.

C. Staff Comments

Becky Jacobson, Head of Marketing and Communications, said they are continuing to work on the new website and needs new pictures of all Board members. She asked the Board members to call her or **Dana Bokhari**, Marketing and Communications Associate, to schedule a time to get their picture taken for the new website. **Amy Blue**, Assistant Director, thanked **Kathy Deaner**, Business Manager, for the Volunteer Luncheon. **Amy** said she had received many compliments after the luncheon, which she wanted to pass on.

D. Friends

Amy Blue thanked **Jennifer Drinka** for the new storage space for the Friends due to the recent fire inspection report. **Amy** said Friends will be represented on Saturday, June 8, for the 7th Annual Art on the Lawn event at the Antioch Fine Arts Foundation.

Thomas Hausman asked about costumes for Wizards Weekend. **Jennifer Drinka** said she will be meeting with **Barbara Porch** of the Antioch Chamber this week and they will discuss it.

IX. Unfinished Business

A. Closed Session: Personnel salaries and benefits

Cinde DeBoer moved and **Melissa Rapp** seconded a motion to go into closed session to discuss personnel salaries and benefits. All voted aye.

The Board went into closed session at 7:33pm and returned to open session at 7:46pm.

B. Personnel Committee Report and Salary/Benefits Proposal

After the closed session, **Melissa Rapp** moved and **Gene LeFave** seconded the motion to accept a 7% increase for all staff to meet new minimum wage requirements, add four hours a week to both Tech Service Assistants, add four hours a week in Adult Services for tech service, add a new position for Teen Assistant at 20 hours a week, effective July 1, 2019 and eliminate three summer interns and two Pages after this summer. The Board also agreed to stay with United Health Care offering five plans, and stay with Principal's VSP eye care and dental insurance plans. This will be reviewed and adjusted every year. On a roll call vote: **James Santi**, aye; **Ken Barnett**, aye; **Cinde DeBoer**, aye; **Gene LeFave**, aye; **Melissa Rapp**, aye; and **Thomas Hausman**, aye.

X. New Business

A. Personal Appearance Guidelines

Jennifer Drinka told the Board included in their Board packet were new guidelines to the dress code. This is not a policy and does not need to be voted on. **Jennifer** pointed out the major change is staff will now be allowed to wear blue jeans. The Library recognizes the growing popularity of casual dress and the positive effects of this shift to boost employee morale, improve quality, encourage more open communications, and increase productivity by creating a more comfortable work environment. **Melissa Rapp** suggested staff wear

more of a nametag versus the badges on lanyards, which are hard to read. This may help with a more approachable concept. Jennifer Drinka and Kathy Deaner will look into a more visible staff identifier.

B. Closed Session: Trustee appointment

Cinde DeBoer moved and Melissa Rapp seconded a motion to go into closed session to discuss trustee appointments. All voted aye.

The Board went into closed session at 7:58pm and returned to open session at 8:08pm.

C. Trustee appointments

After the closed session, Melissa Rapp moved and Cinde DeBoer seconded a motion to approve the three recommended appointees to the Board of Trustees of the Antioch Public Library District from the Prospective Board Member Committee. The appointees are:

- Scott Zalatoris, to be sworn in at tonight's Board meeting
- Becky Masik, to be sworn in at May's Regular Board Meeting of the Antioch Public Library District
- Bob Burke, to be sworn in at May's Regular Board Meeting of the Antioch Public Library District

Jennifer Drinka said she was happy with the Committee's recommendations and the Board's approval. On a roll call vote: James Santi, aye; Ken Barnett, aye; Cinde DeBoer, aye; Gene LeFave, aye; Melissa Rapp, aye; and Thomas Hausman, aye.

D. Oath of Office for new trustee

Melissa Rapp, Secretary Pro-tem, administered the Oath of Office to Scott Zalatoris.

XI. Closed Session if necessary

All closed sessions were earlier in the meeting.

Prior to adjournment, Thomas Hausman stood up, thanked Melissa Rapp on behalf of the Board and staff of the Antioch Public Library District for her guidance and service, and wished her well. Thomas then presented Melissa

with a gift from the Board and staff. Everyone present applauded and thanked Melissa.

XII. Adjournment

Scott Zalatoris moved and Melissa Rapp seconded the motion to adjourn at 8:18 p.m. All voted aye.



~~Melissa Rapp, Secretary Pro-tem~~

Cinde DeBoer, Secretary

