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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, May 28, 2019 at 7:03 p.m. in the Phyllis Ann Kakacek Board Room at the library.

Present:

- **Library Board Members: James Santi, Ken Barnett, Scott Zalatoris, Cinde DeBoer, Gene LeFave and Thomas Hausman**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, Becky Jacobson, and Sam Langford**
- **Citizens: Bob Burke, Becky Masik, and Angeline Zalatoris**

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

A. James Santi moved and Cinde DeBoer seconded a motion to approve the April 2019 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye except for Scott Zalatoris who abstained.

James Santi moved and Cinde DeBoer seconded a motion to approve the April 23, 2019 Closed Session Personnel Minutes. All voted aye except for Scott Zalatoris who abstained.

Cinde DeBoer moved and James Santi seconded a motion to approve the April 23, 2019 Minutes of the Trustee Appointment Committee. All voted aye except for Scott Zalatoris who abstained.

Cinde DeBoer moved and James Santi seconded a motion to approve the April 8, 2019 Minutes of the Trustee Appointment Committee. All voted aye except for Scott Zalatoris who abstained.



Cinde DeBoer moved and James Santi seconded a motion to approve the April 9, 2019 Minutes of the Trustee Appointment Committee. All voted aye except for Scott Zalatoris who abstained.

B. Appointment of Secretary Pro tem

President Thomas Hausman appointed Ken Barnett as Secretary Pro tem.

C. Swearing in of new trustees

Thomas Hausman asked Ken Barnett to lead Bob Burke, Becky Masik, Cinde DeBoer and Thomas Hausman in the recitation of the Oath of Office. He did so individually in that order.

D. Adjournment of outgoing Board sine die

Thomas Hausman asked for a motion to adjourn sine die. Gene LeFave moved and James Santi seconded a motion to adjourn sine die. All voted aye.

E. Seating of new Board

New Board trustees Bob Burke and Becky Masik were seated with Gene LeFave vacating the table.

F. Call to order/attendance

Present:

- **Library Board Members: James Santi, Ken Barnett, Scott Zalatoris, Cinde DeBoer, Bob Burke, Becky Masik and Thomas Hausman**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, Becky Jacobson and Sam Langford**
- **Citizens: Gene LeFave and Angeline Zalatoris**

G. Appointment of President Pro Tem

Current President Thomas Hausman asked for recommendations for the appointment of a President Pro tem to serve as temporary president during nominations for the Board President. Cinde DeBoer moved and

Bob Burke seconded a motion to recommend James Santi as President Pro tem. All voted aye.

H. Election of Board Officers

President Pro tem then announced nominations are now in order for the office of Board President to serve a two-year term. It was stated by President Pro tem Santi that any board member could make nominations, including self-nominations. A second is not required. Ken Barnett said "I nominate Thomas Hausman to serve as Board President." President Pro tem asked if there were any more nominations. There was none. James Santi said "Hearing no other nominations, the nominations for the Office of President are now closed." Ken Barnett moved and Bob Burke seconded the motion to nominate Thomas Hausman to serve as Board President for a two-year term. On a roll call vote: Scott Zalatoris, aye; Cinde DeBoer, aye; Bob Burke, aye; Thomas Hausman, aye; Becky Masik, aye; Ken Barnett, aye; and James Santi, aye.

Thomas Hausman then announced nominations are now in order for the office of Board Vice-President to serve a two-year term. Again, it was stated that any board member could make nominations, including self-nominations. A second is not required. Cinde DeBoer said, "I nominate James Santi to serve as Board Vice-President." Thomas Hausman asked if there were any more nominations. There was none. Thomas Hausman said "Hearing no other nominations, the nominations for the Office of Vice-President are now closed." Becky Masik moved and Scott Zalatoris seconded the motion to nominate James Santi to serve as Board Vice-President for a two-year term. On a roll call vote: James Santi, aye; Ken Barnett, aye; Scott Zalatoris, aye; Cinde DeBoer, aye; Bob Burke, aye; Becky Masik, aye; and Thomas Hausman, aye.

Thomas Hausman then announced nominations are now in order for the office of Board Secretary to serve a two-year term. It was stated that any board member could make nominations, including self-nominations. A second is not required. James Santi said, "I nominate Cinde DeBoer to serve as Board Secretary." Thomas Hausman asked if there were any more nominations. There was none. Thomas Hausman said "Hearing no other nominations, the nominations for the Office of Secretary are now closed." Bob Burke moved and James Santi seconded the motion to nominate Cinde DeBoer to serve as Board Secretary for a two-year term.

On a roll call vote: Becky Masik, aye; James Santi, aye; Ken Barnett, aye; Scott Zalatoris, aye; Cinde DeBoer, aye; Bob Burke, aye; and Thomas Hausman, aye.

Thomas Hausman then announced nominations are now in order for the office of Board Treasurer to serve a two-year term. Thomas stated that any board member could make nominations, including self-nominations. A second is not required. Scott Zalatoris said, "I nominate Ken Barnett to serve as Board Treasurer." Thomas Hausman asked if there were any more nominations. Ken Barnett said, "I nominate Scott Zalatoris to serve as Board Treasurer." Jennifer Drinka, Kathy Deaner, Gene LeFave, and Cinde DeBoer all told both candidates the responsibilities of Board Treasurer. Scott Zalatoris said he would be happy to serve if the Board thinks it is in the best interest. Scott said he has no background in finance but believes he is capable of performing the job. Ken Barnett said he is aware of Scott's background. Ken said he may have time constraints with his business but is willing to do the job if the Board chooses. Thomas Hausman said "Hearing two nominations for the Office of Treasurer, I will call upon each member to announce the nominee of their choice": James Santi, Scott; Cinde DeBoer, Scott; Bob Burke, Scott; Becky Masik, Scott; Scott Zalatoris, Scott; Ken Barnett, Scott; and Thomas Hausman, Scott. Thomas Hausman announced Scott Zalatoris is the new Board Treasurer.

I. Thank outgoing member

Thomas Hausman asked Gene LeFave to please stand. Thomas expressed his thanks to Gene LeFave for his 28 years of service on the Board of Trustees. Tom spoke of his relationship with Gene through the years on the Board and as a fellow member of PM&L Theatre and as a father of an author, a grandfather, and an astronomer. Thomas presented Gene with a Gold Leaf for the Wall of Honor tree in the library's foyer, a picture frame, and a Gold Library Card for the Antioch Public Library District. Gene said he appreciates everything and loves the library. The library has been like another family. Everyone applauded Gene. Cake was served in Gene's honor. Gene left the meeting at 7:50 PM.

III. Approval of Bills and Payroll

Scott Zalatoris moved and Ken Barnett seconded a motion to approve the bills and payroll for the month of May 2019. Scott Zalatoris inquired about the

Blu Rain bill. Jennifer Drinka explained it was a vendor used for staff during in-service. On a roll call vote: Cinde DeBoer, aye; Bob Burke, aye; Becky Masik, aye; James Santi, aye; Ken Barnett, aye; Scott Zalatoris, aye; and Thomas Hausman, aye.

IV. Treasurer's Report

There was no treasurer's report.

V. President's report

Thomas Hausman informed the new Board of a recent change to the by-laws. He stated no one could be in the same position for two consecutive terms. Thomas reported he was recently at a seminar in Lake Forest regarding running a non-profit organization. The Board's biggest responsibility is fiduciary accountability. It is important to keep the by-laws up to date. Thomas reminded the Board and informed the new members the library is audited annually. Thomas Hausman thanked Amy Blue as acting director while Jennifer Drinka was on vacation. Thomas was happy with Amy in charge. Thomas stated Amy hosted a discussion of three of Chekhov plays in anticipation of upcoming plays at PM&L Theatre. Thomas said Amy would be speaking with the Rotary Club next week explaining where their donations go.

VI. Notices and Communications

A. Thank you from Dee Drew

Thomas Hausman read a thank you card from Page Dee Drew for flowers sent from the library after her sister's passing.

B. Thank you from Rosemary Helgesen

Thomas Hausman read a thank you note from staff member Rosemary Helgesen to Jennifer Drinka thanking her for the upcoming fiscal year raise and changes to the dress code.

C. Dog's Ear Staff E-Newsletter

Thomas Hausman stated a copy of the staff's E-newsletter was in their

Board packet.

VII. Library Director's Report

A. Overview of Reports

Jennifer Drinka told the Board the end of their Board packet contained updated contact information for the Board and library staff. Thomas Hausman cautioned them no more than two members should get together informally discussing library business without it becoming an official meeting. Jennifer reported the library's security system was installed and training will begin next week with managers. Jennifer said she is told the parking lot, which was to be repaired in May, will now be done in June. The company involved, Chicago Paving, will be liable if we are fined for not having ADA parking stalls. Jennifer highlighted, from the patron comments, many complimentary statements regarding staff helping patrons. Amy Blue spoke about in-service day and the ALICE training the library had, led by staff member Eleanore Sorenson. ALICE training is instruction in preparation and plans for the library on how to proactively handle the threat of an aggressive intruder or active shooter event.

B. Personnel Changes

1. Emily Bronswick & Triston Cliff, Children's Summer Interns hiring

Jennifer Drinka stated that Emily Bronswick and Triston Cliff have been rehired part-time as summer interns in our Children's Department.

James Santi moved and Bob Burke seconded the motion to accept the new hires. All voted aye.

VIII. Public Comment

A. Board Corner

- James Santi reported District 34 plans to honor late APLD Board member, Mary Kay McNeill, by renaming Antioch Elementary School the Mary Kay McNeill Early Learning Center.
- Scott Zalatoris appreciates the support of the Board for the Treasurer position.
- Bob Burke asked if the library has considered moving to 'no fines.'

He said some libraries do not have fines and it is better for the patrons. Jennifer Drinka responded the library has looked into it and believes it is fine for larger libraries but we are smaller and the fines received are significant. James Santi included we have discussed the possibility of having an amnesty day.

- Becky Masik asked how committees work. Tom Hausman and James Santi explained the process, the various committees and how they are scheduled.

B. Citizens' Comments

There were no citizens' comments.

C. Staff Comments

Amy Blue said the Chekhov discussion was fun. Jennifer Drinka said she had fun on her vacation and thanked the entire staff for watching over while she was away.

D. Friends' Report

Amy Blue said there was not much to report with Friends this month. They will be having a book sale in the foyer next week.

IX. Unfinished Business

A. Appoint Facilities Feasibility Committee & schedule meet

The new Facilities Feasibility Committee will consist of Ken Barnett, Bob Burke and Becky Masik. Thomas Hausman appointed Ken Barnett Chair of the committee. Jennifer Drinka said the architect wants to meet with the entire Board in July. Ken said he would prefer the Board meet with the architect in June, and then the committee can meet in July. Cinde DeBoer asked what the rush was since this is a feasibility committee. Jennifer Drinka responded we should know by September if we are moving forward or not in order to go to referendum. The Board discussed at length various dates for this meeting. Ken Barnett said to have the meeting with the entire Board the week of July 15 -18. James Santi moved and Bob Burke seconded a motion to schedule a meeting with the architect the week of July 15 – 18

with the entire Board. All voted aye.

X. New Business

A. PER 44: Termination of Employment Policy

Thomas Hausman and Jennifer Drinka reminded the Board APLD is an at will employer. Scott Zalatoris asked if the library director's employment contract is a legal at will contract. Jennifer Drinka said she would find out. Cinde DeBoer moved and Scott Zalatoris to *seconded a motion* postpone voting on PER 44: Termination of Employment Policy until the next Board meeting. All voted aye.

B. Appendix N: Organizational Activities

Jennifer Drinka briefly explained some of the activities of the library throughout the year. Scott Zalatoris recommended changing some grammatical errors to the policy. James Santi moved and Becky Masik seconded a motion to approve Appendix N: Organizational Activities, as amended. All voted aye.

C. Ordinance 19-1, Non-Resident Fee

Jennifer Drinka explained the process by which we calculate our non-resident fee to the Board. We look at our total revenue and then divide that by the latest census population. Then we multiply that amount by what the census says is the average family size in our district. Cinde DeBoer moved and Bob Burke seconded a motion to accept Ordinance 19-1, Non-Resident Fee. On a roll call vote: Bob Burke, aye; Becky Masik, aye; James Santi, aye; Ken Barnett, aye; Scott Zalatoris, aye; Cinde DeBoer, aye; and Thomas Hausman, aye.

D. Ordinance 19-2, Meeting Dates

Cinde DeBoer asked to change the name on the Ordinance to "The Phyllis Ann Kakacek Board Room". Jennifer Drinka will make the change. Scott Zalatoris moved and James Santi seconded a motion to accept Ordinance 19-2, Meeting Dates. On a roll call vote: Cinde DeBoer, aye; Bob Burke, aye; Becky Masik, aye; James Santi, aye; Ken Barnett, aye; Scott Zalatoris, aye; and Thomas Hausman, aye.

E. Appoint Budget Committee & set meeting date


The Budget Committee will consist of Scott Zalatoris, Cinde DeBoer and ~~Bob Burke~~. Scott will Chair the committee. The first Budget Committee meeting will be June 18, 2019 at 7 p.m. in the Boardroom.

XI. Closed Session if necessary

A closed session was not necessary.

XII. Adjournment

James Santi moved and Scott Zalatoris seconded the motion to adjourn at 9:05 p.m. All voted aye.


Cinde DeBoer, Secretary

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