



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, August 28, 2018 at 7:13 p.m. in the Board Room at the library.

Present:

- **Library Board Members: James Santi, Ken Barnett, Andrew Napier, Cinde DeBoer, Melissa Rapp, and Thomas Hausman**
- **Absent Board Members: Gene LeFave**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, Brenda Martinez and Sam Langford**
- **Citizens: Bill Burke (Senior Center) and Bill Holtzman**

At 7 p.m., Thomas Hausman asked for a motion to suspend the Budget and Appropriation Hearing to award Brenda Martinez her service award. James Santi moved and Andrew Napier seconded the motion to suspend the Budget & Appropriation Hearing. All voted aye.

Thomas Hausman, on behalf of the Board, thanked Brenda Martinez for five years of outstanding service and presented her with a check for \$50. A certificate of outstanding service will be given to Brenda after all Board members have signed it. Everyone present applauded Brenda. Brenda left the meeting at 7:03 p.m.

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

Melissa Rapp moved and Ken Barnett seconded a motion to approve the July 2018 Minutes of the Antioch Public Library District Board of Trustees Meeting as corrected. All voted aye.



III. Approval of Bills and Payroll

Ken Barnett moved and Melissa Rapp seconded a motion to approve the bills and payroll for the month of August 2018. On a roll call vote: Andrew Napier, aye; Cinde DeBoer, aye; Melissa Rapp, aye; James Santi, aye; Ken Barnett, aye and Thomas Hausman aye.

IV. Treasurer's Report

Andrew Napier stated there was a total of \$1,786,716.31 in State Bank of the Lakes and \$1,257.18 in Heartland Bank. Andrew said we have approximately \$1.4 million in the money market account, which we will manage, on a monthly basis in order to capitalize on the interest. Andrew explained to the Board how Wintrust calculates interest rates.

V. President's Comments

There were no President comments.

VI. Notices and Communications

There were no 'Notices and Communications' this month.

VII. Librarian's Report

A. Overview of Reports

Jennifer Drinka was excited to state Circulation was up in comparison to last July and downloads continue to go up. Jennifer stated we have been receiving positive comments regarding the commentary post-it's on the new books as a result of our strategic plan. Jennifer reported we are almost ready to debut the new duplo train table in the Children's department in memory of Mary Kay McNeil. We are waiting on the plaque to affix to it.

B. 2017-18 Annual Report

Jennifer Drinka used the projector screen to present the statistics she had submitted for the Illinois Library Public Annual Report (IPLAR). Via graphical analysis, Jennifer highlighted library visits, number of

cardholders, circulation since 1936, circulation by item type, physical vs. digital circulation, website visits, website hits, computer and Wi-Fi usage, printer copies, program attendance and Summer Reading Program. Citizen Bill Holtzman asked if he would be allowed to check out the Launchpads located in the Children's Department. Launchpads are pre-loaded learning tablets created just for children in a library or school setting. Each Launchpad is pre-loaded with high-quality, ad-free learning apps grouped by age, grade level, subject area and theme. Jennifer Drinka said yes. Melissa Rapp inquired if the Hotspots were included in the analysis. Jennifer Drinka said only the physical circulation of the Hotspot devices are tracked, not the internet or web usage. There are services available which can track web usage for additional fees. Andrew Napier asked if Jennifer Drinka would research articles regarding why overall circulation may be declining.

C. Personnel Changes

1. Brenda Martinez (5 year award)

This was moved to the beginning of the meeting.

2. Summer Clerk resignations

Emily Bronswick, Triston Cliff, and Jessica Greene have all returned to college.

VIII. New Business

A. Board Corner

- Melissa Rapp mentioned Lake Villa does a canned food drive in the winter and asked if we could do something similar with the Open Arms Mission in Antioch. Jennifer Drinka will look into it.
- James Santi apologized for missing the last meeting. James suggested faxes should not cost \$1 per page. Amy Blue said \$1 per page is standard and Kathy Deaner added we have compared local prices. Jennifer Drinka said she would find out our exact cost and report at next meeting.
- Thomas Hausman suggested the library and PM&L Theatre possibly work together on a program. Thomas suggested having PM&L

Theatre do a play reading at the library some weeknight. Amy Blue said she would look into it and mention it to our adult program coordinator, Jane Connors-Geddes.

B. Staff Comments

There were no staff comments.

C. Citizens' Comments

Bob Burke, from the Senior Center, stated he is at the library three or four times a week. The staff is always very helpful and does a good job. Bill Holtzman commented this is a wonderful library. He always feels welcomed. Mr. Holtzman inquired about the library having a support group for individuals with disabilities. Jennifer Drinka said she would look into it.

D. Friends' Report

There was no Friends report this month.

E. Budget and Appropriation Ordinance 18-5

James Santi moved and Andrew Napier seconded the motion to approve Budget and Appropriation Ordinance 18-5 discussed earlier during the Budget and Appropriation Hearing. On a roll call vote: Ken Barnett, aye; Andrew Napier, aye; Cinde DeBoer, aye; Melissa Rapp, aye; James Santi, aye and Thomas Hausman, aye.

F. Treasurer's Estimate of Revenues 2018-19

Melissa Rapp moved and Ken Barnett seconded the motion to accept the 2018-19 Treasurer's Estimate of Revenues. On a roll call vote: James Santi, aye; Ken Barnett, aye; Andrew Napier, aye; Cinde DeBoer, aye; Melissa Rapp, aye and Thomas Hausman, aye.

G. Appendix C: Business Manager & Business Associate

Andrew Napier moved and James Santi seconded a motion to accept Appendix C: Business Manager & Business Association position

descriptions. Melissa Rapp inquired about the responsibility that read *'Hire, train, evaluate and mentor department personnel and supervise their work'* and asked if it should state the department. Jennifer Drinka responded the verbiage is the same in all the manager's job descriptions. Thomas Hausman asked Kathy Deaner, Business Manager, if she was satisfied with the job description and she answered yes. All voted aye.

H. PER 9: Compensatory Time and Overtime Pay Policy

Melissa Rapp said 'I move to approve and adopt a Compensatory Time and Overtime Pay Policy, which will supersede all prior personnel policies, including without limitation the last version of the Hours of Work that are Compensable Policy, Hours of Work Compensable at Straight Time Policy and Hours of Work Compensable at Overtime Premium Policy established in the Library District's Personnel Policy Manual and the Compensatory Time Policy and Overtime/Timekeeping Policy established in the Library District's Employee Handbook, which were previously approved by his Board of Library Trustees. James Santi seconded the motion. Cinde DeBoer asked if the section of the policy that reads 'Exempt employees working on Sunday accrue one and one half (1 ½) hours compensatory time for each one (1) hour worked' was always there. Kathy Deaner said no. In the past, managers were allowed to take a full day off if they worked on Sunday. All voted aye.

I. November 9, 2018 In-Service Day

Andrew Napier moved and James Santi seconded a motion to approve November 9, 2018 for an In-Service Day. All voted aye.

IX. Unfinished Business

A. Board of Trustees By-Laws

Andrew Napier and Jennifer Drinka distributed a draft of the revised By-Laws for the Board to review. Andrew Napier explained some of the thought process behind the changes. The Committee will continue to work on the revisions and hope to have a final copy for approval at the next Board meeting. Andrew asked the Board to review the first draft

in the meantime and email the Committee with any comments or recommendations.

B. Set next Facilities Feasibility Committee meeting date

The next Facilities Feasibility Committee meeting will be October 15, 2018 at 7 p.m. in the Board Room at the library.

C. Chapters 6-10 of Trustee Facts File

Thomas Hausman asked if everyone had read chapters 6-10 of the Trustee Facts File. Jennifer Drinka reminded the Board this was a requirement for the Per Capita Grant. All Trustees responded they have.

X. Adjournment

Andrew Napier moved and Melissa Rapp seconded the motion to adjourn at 8:11 p.m. All voted aye.



Cinde DeBoer, Secretary