



## 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, February 27, 2018 at 7:00 p.m. in the Board Room at the library.**

**Present:**

- **Library Board Members:** Melissa Rapp, James Santi, Ken Barnett, Andrew Napier, Cinde DeBoer, Gene LeFave and Thomas Hausman
- **Library Staff Members:** Jennifer Drinka, Kathy Deaner, Amy Blue, Jennifer Norris, Sam Langford
- **Citizens:** Rachel Cruz, Jenny Olsen, Torrie Siackiewicz, Maggie Schmidt, Fred Schuster, Noreen Sheen, Robert Vivaldeli, Lakhia Williams, *JULIE MACALUSO*, *JIM KINNEY*

**Andrew Napier moved and Melissa Rapp seconded a motion to move the employee service award to the beginning of the meeting. All voted aye.**

**Thomas Hausman on behalf of the Board thanked Jennifer Norris for 10 years of outstanding service and presented her with a check for \$100 and a certificate for outstanding service. Everyone present applauded Jennifer Norris. Jennifer left the meeting at 7:01 p.m.**

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

**James Santi moved and Gene LeFave seconded a motion to approve the January 2018 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye.**

**Andrew Napier moved and Ken Barnett seconded a motion to approve the February 6, 2018 Finance Committee Meeting Minutes. 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 February 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 reported the Board's Financial Committee has explored three potential financial institution options to improve APLD's current banking/investment opportunities. Presently, APLD utilizes three accounts with Heartland Bank. The other two financial institutions include State Bank of the Lakes and The Illinois Funds. Andrew Napier distributed to the Board detailed information including various types of accounts and the corresponding interest rates. Andrew Napier and Jennifer Drinka met with Heartland Bank on Monday, February 26, 2018. They offered the library a new rate for our checking account and a competitive rate with a Money Market account. State Bank of the Lakes approached APLD after reading in our last month's Minutes noting we were exploring banking/investment options with different banking institutions. Jennifer Drinka and Andrew Napier met with State Bank of the Lakes on Thursday, February 15, 2018. The Illinois Funds is a Local Government Investment Pool run by the Illinois State Treasurer's Office. Representatives from Heartland Bank and State Bank of the Lakes were present at the Board Meeting. Andrew Napier asked each bank to speak. Both banks introduced themselves, reviewed the Banks' history and/or their history with APLD, and what they had to offer. Melissa Rapp asked how active of a partner would each be. State Bank of the Lakes would provide a personal banker. Heartland Bank would review our account(s) annually. Jennifer Drinka commented both local banks have reparable histories and she has been happy with the customer service of Heartland Bank thus far. Thomas Hausman thanked the Financial Committee and the bank representatives for attending the Board meeting. Heartland Bank and State Bank of the Lakes left the meeting at 7:34 p.m. James Santi recommended not going with Illinois Funds and staying with one of the two local banks. The Finance Committee will meet again to further discuss the options and report their findings to the entire Board.**

**Andrew Napier moved and Melissa Rapp seconded the motion to suspend the agenda to move architecture Fred Schuster next to present front door bid options to the Board. All voted aye.**

**Jennifer Drinka distributed to the Board proposals provided to her from Fred Schuster. Fred Schuster of Wold/Ruck Pate presented to the Board proposals he solicited on behalf of APLD for a new ADA front door. There are two door options an automatic sliding door or a push button. Jennifer Drinka interjected both options are within budget. Two companies submitted proposals; C.A.D. Contract Glazing and Des Plaines Glass. The proposal from C.A.D. Contract Glazing is substantially lower, \$12,800, although it excludes electrical work, which the estimated cost is in the range of \$1,500 - \$2,500. The Des Plaines Glass proposal, \$22,769, included an allowance of \$2,000 for electrical work. An alternate proposal for a swing door rather than a sliding is slightly more expensive from both companies. Fred Schuster recommended accepting the proposal from C.A.D. Contract Glazing as they have performed numerous satisfactory projects for Wold/Ruck Pate. The project should take approximately six weeks to complete. The Board discussed both proposals. James Santi moved and Gene LeFave seconded a motion to accept C.A.D.'s proposal for a two sided push button sliding door. On a roll call vote: Ken Barnett, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; Melissa Rapp, aye; James Santi, aye; and Thomas Hausman, aye. Fred Schuster left the meeting at 7:56 p.m.**

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

**Thomas Hausman wished Jennifer Drinka good luck with her upcoming surgery.**

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

**Jennifer Drinka told the Board she had received a phone call from a patron whose mother passed away recently and had patronized APLD frequently. The patron wished to donate a tree to be planted at the library in memory of her mother. The Board discussed the donation request, and even though the thought was very kind, the library does not have enough free land. Melissa Rapp recommended Jennifer Drinka reach out to the patron and possibly suggest another type of donation in her mother's memory. Jennifer will call the patron with alternate suggestions.**

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

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

**Jennifer Drinka told the Board she had spoken with our insurance agent regarding the harassment policy and found out that Board members and staff are covered by APLD's insurance policy against lawsuits filed by individuals outside of the library. Alternately, neither Board members nor staff are covered if the lawsuit is filed by an APLD employee or Board member. Jennifer mentioned two new T.V.'s have been installed behind the Circulation desk. Jennifer pointed out several positive comments from patrons regarding the new book display shelf, hot spots now available to check out, the new Bean Stack reading program software, and the library's new snowplowing company.**

### **B. Rooftop ventilation modification**

**Jennifer Drinka stated our furnace vendor, Trane, has found a solution to the gas smell, which resonates periodically through the building. She will report the cost of this repair when available.**

### **C. Personnel Changes**

#### **1. Jennifer Norris – 10 year service award**

**This was moved to the beginning of the meeting.**

#### **2. Lenora Finley's Celebration**

**Jennifer Drinka reported to the Board Lenora Finley's last working day at the library was February 17, 2018. The library will be hosting an after-hours good-bye get together for Lenora on Friday, March 2, 2018 in the staff lounge.**

#### **3. Gayle Florian, Page Hiring**

**Jennifer Drinka announced the Page hiring of Gayle Florian.**

**Andrew Napier moved and Melissa Rapp seconded the motion to accept the new Page hire. All voted aye.**

## VIII. New Business

### A. Board Corner

- **Melissa Rapp thanked everyone for spending her birthday with her tonight. Everyone wished Melissa a happy birthday. Ken Barnett said his birthday was yesterday. Everyone wished Ken belated birthday wishes.**
- **James Santi said he enjoyed the two bank presentations and recommended we stay local.**
- **Andrew Napier said that he is on the committee for the library website and they are currently looking for focus groups. He stated there are good people on the committee and is confident they will get patrons to use resources more. Concerning the bank presentations, he recommended either staying local with State Bank of the Lakes or loyal with Heartland.**
- **Cinde DeBoer inquired about a patron comment regarding Kanopy streaming. Cinde thinks it looks like a good resource. Amy Blue will further research it. Kanopy is a new streaming video collection recently profiled by *The New York Times*. Kanopy offers cardholders free access to thousands of films from The Criterion Collection, PBS, and independent filmmakers, including classic cinema, avant-garde, silent-era films, foreign language films, cult favorites, and award-winning documentaries.**
- **Gene LeFave commented when he was treasurer he went to Heartland Bank on several occasions and they never mentioned a money market.**

### B. Citizens' Comments

**Maggie Schmidt, from ACHS, commented she would prefer the sliding door option versus a swing door at the library. The Board should decide on which of the two banks to go with. She suggested possibly opening mini accounts with both banks and likes the changing interest rates. She also likes the memory tree donation because that was important when her grandfather passed away.**

### C. Staff Comments

**There were no staff comments.**

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

**Amy Blue said the Friends gave the library \$4,000 for the Summer Reading Program. This year the Friends will be attending the Chamber luncheon to represent the library. Amy also said the Friends are looking for donations for their silent auction.**

### **E. Appendix C: Head of Circulation Services and Head of Technical Services job descriptions**

**Cinde DeBoer inquired about why there was a pay grade difference between Head of Circulation, Head of Technical Services, Head of the Children's Department, and Head of Adult Services. Jennifer Drinka responded Head of Circulation has a Master's Degree. Cinde DeBoer responded the Head of Adult Services is also a Master's Degree. Jennifer Drinka and Cinde DeBoer both commented that pay grade differences can be discussed further at the salary review committee meetings for next fiscal year. Ken Barnett moved and James Santi seconded the motion to approve Appendix C: Head of Circulation Services and Head of Technical Services job descriptions. All voted aye.**

### **F. Rules of Behavior Policy**

**Jennifer Drinka stated the Safety committee worked on updating the policy and it would be posted in the library upon Board approval. Andrew Napier suggested changing where it states 'customer' in the policy to 'patron'. Cinde DeBoer questioned the section of the policy stating 'Customers (patrons) exhibiting unsanitary hygiene may be asked to leave the premises.' The Board discussed this section in detail. Amy Blue also stated this would only be acted on as a last resort. Andrew Napier moved and Ken Barnett seconded the motion to accept the Rules of Behavior Policy as changed. All voted aye.**

### **G. Statement of Economic Interest**

**Jennifer Drinka announced to the Board they would be notified soon via email to fill out their Statement of Economic Interest.**

**IX. Unfinished Business**

**A. Front Door bid approval**

This was discussed after the Treasurer's report.

**B. Friday, April 20: Spring In-Service Day/Library Closure**

Jennifer Drinka announced April 20, 2018 the library would be closed for Spring In-Service Day. Melissa Rapp moved and James Santi seconded a motion to approve closing the library April 20, 2108 for Spring In-Service. All voted aye.

**C. Economic Development Taskforce and TIF District Update**

Thomas Hausman reported he attended an Economic Development Taskforce and TIF District meeting representing the library discussing the redevelopment plan and project for Route 83 area. This will be approximately a \$22 million project with no cost to the library. The library would not receive any taxes for approximately 25 years. A public hearing is scheduled for 7:00 pm on March 12, 2018 at the Antioch Village Hall.

**D. Appraisal**

Jennifer Drinka distributed to the Board the 2018 Appraisal versus the 2016 Appraisal. The 2016 appraisal was \$11,705,472 and the 2018 appraisal is \$12,553,387.

**E. Investment Options**

This was discussed during the Treasurer's report.

**F. Remembrance in honor of Mary Kay McNeill**

Jennifer Drinka commented the original idea of having a story walk was not going to work due to expense. Jennifer suggested other ideas to use the donation money. Jennifer asked the Board if she should make the decision on how to use the money or would they prefer a Board committee be formed to decide. Thomas Hausman recommended


management staff make the decision.

**G. Per Capita Grant video: Patrons affected by Mental Illness**

**Thomas Hausman asked if the Board members had watched the videos sent to them by Jennifer Drinka for one of the Per Capita Grant requirements. All responded yes.**

**X. Adjournment**

**Gene LeFave moved and Ken Barnett seconded the motion to adjourn at 8:50 p.m. All voted aye.**

  
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**Cinde DeBoer, Secretary**