



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 26, 2019 at 7:00 p.m. in the Board Room at the library.

Present:

- **Library Board Members: James Santi, Andrew Napier, Cinde DeBoer, Gene LeFave, Melissa Rapp, and Thomas Hausman**
- **Absent Board Members: Ken Barnett**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, and Sam Langford**

Thomas Hausman appointed Melissa Rapp Secretary Pro-tem in lieu of Cinde DeBoer stepping down as Secretary.

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

Gene LeFave asked to clarify Melissa Rapp's comments in Board Corner from the December Board meeting. Melissa stated, "while she recognized Tom's position that his words were incorrectly recorded, the *remainder of the Board* believes it as accurately recorded." Gene said he did not agree. Melissa was referencing Minutes from the October Board meeting, which Gene LeFave was not present. Melissa Rapp moved and James Santi seconded a motion to approve the February 2019 Minutes of the Antioch Public Library District Board of Trustees Meeting as corrected. All voted aye

III. Approval of Bills and Payroll

January 2019's Board Meeting did not take place due to inclement weather. Andrew Napier moved and Gene LeFave seconded a motion to approve the bills and payroll for the month of January 2019. On a roll call vote: Cinde DeBoer, aye; Gene LeFave, aye; Melissa Rapp, aye; James Santi, aye; Andrew Napier, aye; and Thomas Hausman aye.



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

IV. Treasurer's Report

Andrew Napier stated, as of yesterday, there was \$1,542,619.06 for all accounts in the bank. James Santi asked when the last bond payment would be. Jennifer Drinka and Andrew Napier responded in 2020.

V. President's Comments

Thomas Hausman stated last month the Children's department train and duplo table was dedicated to the memory of former Board Trustee Mary Kay McNeill. Former Board President, Ann Kakacek, former Library Director, Kathy LaBuda, and current Board President, Thomas Hausman all spoke at the dedication. Thomas Hausman reported to the Board the family of Dolores Abderholden, whom recently passed away, requested donations to the library in lieu of flowers. The family has asked for books by women authors be purchased in memory of Mrs. Abderholden. The family would also like to separately purchase a leaf for the Wall of Honor tree in the library. Thomas is working with the family for the wording on the leaf. Thomas told the Board the police have contacted him and Jennifer Drinka and all charges (allegations) against him have been dropped (dropped all pursuit).

VI. Notices and Communications

Thomas Hausman read a Christmas card to Board from staff associate Kim Palansky.

Thomas read two thank you cards to Jennifer Drinka from members of the Questers group for giving a presentation at one of their meetings regarding the history of the Antioch Library.

VII. Librarian's Report

A. Overview of Reports

Jennifer Drinka told the Board their Statement of Economic Interests needed to be turned in by May 1. They should be receiving it in their email any day now. Jennifer let the Board know she has been having physical therapy done on her elbow, an issue caused from her stomach surgery last year. Jennifer told the Board she would be on vacation in Ireland from May 2 -18. Jennifer stated to the Board statistics have been impacted this month as a result of the library closures due to the inclement weather. Jennifer will be a speaker at the Antioch State of City Address this month. The Antioch Public Library District will once again be a sponsor for Wizards Weekend on June 15 and host "Our School of Magic". Thomas Hausman will be playing Dumbledore, the Headmaster for the Wizard school, Jennifer Drinka will reprise her role as Madame Maxime, Headmistress of the Wizard school and APLD's custodian Bill Jones will be playing Argus Filch, Caretaker of the school during the event. Jennifer informed the Board the library's humidifier needs to be replaced. It will cost approximately \$30K. Jennifer reported Governor Pritzker signed [Public Act 101-0001](#), the Lifting Up Illinois Working Families Act, into law on February 20, 2019. This law raises the minimum wage in the state of Illinois to \$15 per hour by 2025. James Santi asked if the library would need to reduce staff and if so, would we do so using the LIFO method (Last-In-First-Out). Jennifer responded no to reducing staff and Illinois is an at-will employment state. Generally, that means that employers can terminate an employee for any reason at all except an illegal reason. Jennifer stated staff have been doing a good job with the strategic plan. There is a summary of the progress in the Board packets and asked the Board to please read through. Jennifer told the Board we are working on our next two initiatives.

B. Personnel Changes

1. Jane Friess, Head of Children's Services hiring

Jane Friess was hired as Head of Children's Services as of February 1, 2019.

2. Samantha Gaydovichik, Page hiring

Samantha Gaydovichik has been hired as a Page as of February 23, 2019.

Thomas Hausman asked Jennifer to ask Jane Friess to the next Board meeting for everyone to meet her.

Cinde DeBoer moved and James Santi seconded a motion to approve new hires. All voted aye.

VIII. Public Comment

A. Board Corner

- **James Santi said he would like to meet Jane Friess but did not think it was necessary to meet all of the new hires. James suggested APLD reach out to Lake Villa District Library's patrons if they are closed during their move to their new building. Jennifer Drinka said she would speak with them.**
- **Andrew Napier reported he has accepted a job offer in Minnesota and will be moving at the end of March. He has family there and his parents long-term plans is to relocate there as well. This will be his last Board meeting. The official date on his letter of resignation to the Board is March 8, 2019. Andrew said he has thoroughly enjoyed his three years on the Board and is grateful to everyone. Thomas Hausman thanked Andrew for his service and everyone applauded.**
- **Cinde DeBoer told Andrew he would be missed; he has done a great job and will be hard to replace.**
- **Melissa Rapp thanked Andrew for his service and commended Sam Langford, IT Associate, for helping her with an email issue earlier.**

Thomas Hausman asked if the Board would be getting new tablets. Jennifer Drinka responded they were budgeted for this fiscal year. The plan is to have new ones ready with the newly elected Board.

B. Citizens' Comments

There were no citizens' comments.

C. Staff Comments

Amy Blue stated Meet the Candidates night will be March 6 at 7pm and the Friends would be providing the refreshments. Kathy Deaner thanked Andrew Napier for his time on the Board and said she is sorry to see him leave. Jennifer also thanked Andrew for his time and help with the bank. Andrew said he feels fortunate to be a part of the library's journey.

D. Friends' Report

Amy Blue reported Friends have donated \$4K to the Summer Reading Program. The Friends had their bag sale this past weekend and raised \$275.

IX. Unfinished Business

A. Schedule next Facilities Feasibility Committee

Thomas Hausman stated he would officially be on the committee in lieu of Andrew Napier leaving. Tom has been attending meetings. Melissa Rapp is the Chair. Melissa Rapp scheduled the next Facilities Feasibility Committee meeting for March 18 at 7pm. She has asked the members to visit the libraries on the schedule prior to the meeting to help with the next discussion.

X. New Business

A. Secretary resignation/Election of new Secretary

Cinde DeBoer said due to personal reasons she currently does not have time to devote to her Board Secretarial duties and will need to step down. Thomas Hausman asked Melissa Rapp to be Secretary Pro-tem through May 28, 2019, after the next election.

B. Trustee vacancy

Thomas Hausman stated there currently are two Trustee vacancies. One for a four-year term and one for a two-year term. Thomas has asked Jennifer Drinka to write up a Trustee description to post publicly

and a proposed timeline to fill the positions. Jennifer provided the information to the Board. There was Board discussion as to the verbiage of the proposed Trustee description. Thomas Hausman asked for a motion to establish a committee to interview candidates. Cinde DeBoer moved and James Santi seconded the motion to form a committee to interview Trustee candidates. All voted aye.

Thomas Hausman asked Gene LeFave if he would serve as Treasure, Andrew Napier's position, through May 28. Andrew asked if Gene could hold two positions, Vice-President and Treasurer, simultaneously. Thomas said no. Gene LeFave resigned his position as Vice-President of the Board of Trustees. Cinde DeBoer moved and James Santi seconded the motion to accept Gene LeFave as Treasurer Pro-tem through May 28. All voted aye.

Thomas Hausman asked James Santi to be Vice-President through May 28. Gene LeFave moved and Thomas Hausman seconded a motion to appoint James Santi Vice-President Pro-tem through May 28. All voted aye.

Jennifer Drinka said she would need to get information from Gene LeFave and Melissa Rapp for the bank as new signers after the meeting.

C. SER 1: Library Bill of Rights & Appendices E, O and P

Melissa Rapp moved and James Santi seconded a motion to adopt SER 1: Library Bill of Rights & Appendices E, O and P. All voted aye.

D. Resolution for the Selection of Library Materials and the Use of Library Materials and Facilities 19-1

James Santi moved and Andrew Napier seconded a motion to approve a Resolution for the Selection of Library Materials and the Use of Library Materials and Facilities 19-1. On a roll call vote: Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; Melissa Rapp, aye; James Santi, aye; and Thomas Hausman, aye.

E. SER 25: Patron Service Policy

James Santi moved and Melissa Rapp seconded a motion to approve and adopt a Patron Service Policy, which will supersede all prior personnel policies, including without limitation the last version of the Patron Relations Policy established in the Library District's Personnel Policy Manual and the Patron Relations Policy established in the Library District's Employee Handbook, which were previously approved by this Board of Library Trustees. All voted aye.

F. Chart of Organization

A new Chart of Organization is in the Board Packets. Cinde DeBoer moved and James Santi seconded a motion to accept the Chart of Organization. All voted aye.

G. Friday, May 24: Spring In-Service Day/Library Closure

Jennifer Drinka is asking for the library to be closed on May 24 for In-Service. Melissa Rapp moved and Andrew Napier seconded a motion to close the library on May 24. Melissa Rapp asked if there was going to be a subject for the meeting. Jennifer Drinka responded a half of the day is dedicated to active shooter ALICE training, Alert, Lockdown, Inform, Counter, and Evacuate (ALICE). The remainder of the day is department meetings and lighter activities. Gene LeFave said his only concern with being closed is that we were just closed for several days due to the weather. His concern is patrons getting annoyed with the closures. Andrew Napier asked if there were any complaints when the library was closed. Jennifer stated she received one call from a patron about the library being closed on a day the library was NOT closed, so no. Becky Jacobson, Head of Marketing & Communications, stated her department had been keeping up with Instagram and Facebook regarding the closures and will be putting signs up in the library two weeks before In-Service since it is before a holiday weekend. All voted aye.

H. 2018 Audit

Jennifer Drinka reported to the Board the audit went well. We had new auditors this year. This is the second year in a row we did not receive a

Management letter (for improvement). The auditor told Jennifer our “controls are fantastic. It’s awesome to see how our team of three and our accountant work together to mitigate risks.” Jennifer told the Board she has a hard copy of the audit if they would like to have one. It is also on our website.

I. Closed Session - Minutes of Closed Sessions

Andrew Napier moved and Melissa Rapp seconded a motion to go into closed session at 8:13pm. All voted aye. Kathy Deaner, Amy Blue and Becky Jacobson all left the room.

The Board returned to open session at 8:18pm.

J. Resolution to Make Certain Closed Session Meeting Minutes Available for Public Inspection 19-2

Gene LeFave moved and James Santi seconded a motion for Resolution 19-2 to Make Certain Closed Session Meeting Minutes Available for Public Inspection. On a roll call vote: Melissa Rapp, aye, James Santi, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; and Thomas Hausman, aye.

K. Resolution to destroy old closed session audio recordings 19-3

Gene LeFave moved and James Santi seconded a motion for Resolution 19-3 to destroy old closed session audio recordings. On a roll call vote: Melissa Rapp, aye, James Santi, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; and Thomas Hausman, aye.

XI. Closed Session if necessary

Jennifer Drinka explained to the Board the only reasons they can go into closed session:

- **To discuss salaries/personnel**
- **To select an office position**
- **To purchase real estate**
- **To talk about security procedures**
- **To discuss litigation**

- To discuss closed session minutes

Thomas Hausman asked **Jennifer** if she would print these out and send to the Board. **James Santi** asked if he could ask to go into closed session as a Board Member. **Jennifer** responded yes and now it is on the agenda going forward.

XII. Adjournment

Gene LeFave moved and **James Santi** seconded the motion to adjourn at 8:23 p.m. All voted aye.

A handwritten signature in cursive script, appearing to read "Melissa Rapp", is written over a horizontal line.

Melissa Rapp, Secretary Pro-tem

