



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, January 30, 2018 at 7:00 p.m. in the Board Room at the library.

Present:

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

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

James Santi moved and Andrew Napier seconded a motion to approve the December 2017 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye.

Cinde DeBoer moved and Andrew Napier seconded the motion to move personnel changes next on the agenda. All voted aye.

Thomas Hausman, on behalf of the Board, congratulated Jane Connors-Geddes for her 15 years of outstanding service and presented her with a 15-year service certificate and a check for \$150. Jane thanked everyone for allowing her to choose all of the adult programs for all of these years. Kim Zupkoff could not attend the meeting so Jennifer Drinka will present her with her 15-year service award for excellent service and a \$150 check. Jane Connors-Geddes left the meeting at 7:04 p.m.



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 January 2018. On a roll call vote: James Santi, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; and Thomas Hausman, aye.

IV. Treasurer's Report

Andrew Napier said there was \$1,533,752.81 in the bank. Andrew stated he was still exploring various options for investing the library's funds and suggested forming a committee to discuss the options and report to the Board at the next Board meeting. James Santi moved and Cinde DeBoer seconded the motion to form a committee to discuss investment options for the library's funds. All voted aye. Cinde DeBoer, Gene LeFave, Andrew Napier, and Jennifer Drinka all volunteered to be on the financial committee. The meeting is scheduled for Tuesday, February 6, 2018 at 6:00p.m. in the Board Room at the library.

V. President's Comments

Thomas Hausman congratulated everyone who was involved with January's Escape Room event. Thomas asked for the library to consider relabeling the spines of their collections. Jennifer Drinka and Amy Blue stated this would be an expensive and time-consuming project. Andrew Napier and Cinde DeBoer suggested researching this further once the current strategic plan goals have been met in three years.

VI. Notices and Communications

A. Hanson Family thank you.

Thomas Hausman read a thank you card from the Hanson family who is moving from Antioch. One of the saddest things about moving is leaving the library.

B. Ivy Edran and Ruiz Family thank you cards

Thomas Hausman read cards from the Edran/Ruiz family thanking the library for support and a sympathy arrangement.

C. Diana Fox thank you and donation

Thomas Hausman read a thank you card and donation to the library from Diana Fox for all the library does.

D. Antioch Traveling Closet Corporation thank you

Thomas Hausman read a thank you letter from the Antioch Traveling Closet for the library's contribution of reusable library bags.

E. Village of Antioch Route 83 Redevelopment TIF

The Village of Antioch sent a letter to Jennifer Drinka inviting a representative of the library to a joint review board to review the proposal designating a redevelopment project area and approving a redevelopment plan and project. Thomas Hausman volunteered to attend the meeting and represent the library on February 6, 2018 at 10 a.m. at the Village Hall.

F. 2016 Tax Year Settlement Report

Jennifer Drinka reported the 2016 tax year settlement report for property taxes collected in 2017 showed \$2,541,845.77 and the consumer price index (CPI) is 2.1%.

G. The Dog's Ear staff newsletter

Included in the Board packet was APLD's staff newsletter produced by the Technical Services Department.

VII. Librarian's Report

A. Overview of Reports

Jennifer Drinka stated fine collection is up 23% from last year. She attributed the increase to online credit card acceptance. Jennifer reported downloads are up 18% and website usage is up 52%. Jennifer addressed patrons' comments regarding acquiring a telescope for checkout and acquiring the Antioch Historical book recently published. APLD currently has both for patrons to checkout.

B. Personnel Changes

Service awards for Jane Connors-Geddes and Kim Zupkoff was moved to the beginning of the meeting.

Jennifer Drinka announced Kay Nawrocki was hired as Circulation Assistant.

James Santi moved and Andrew Napier seconded the motion to approve Kay Nawrocki as Circulation Assistant. All voted aye.

C. Jennifer Drinka's surgery

Jennifer Drinka announced she would be off for one or two weeks due to surgery and recuperation. Amy Blue, as Assistant Director, will fill in for Jennifer.

VIII. New Business

A. Board Corner

- Gene LeFave stated he was troubled by the harassment policy. He believes Board members should be indemnified since they are volunteers. Jennifer Drinka said by law we need to have the policy. Thomas Hausman asked who was liable at the library. Jennifer Drinka will research the policy further since parts of it are vague. Gene LeFave would recommend any potential legal fees be paid by the library district.

B. Citizens' Comments

There were no citizens' comments.

C. Staff Comments

Amy Blue commented that a patron returned to the library to give her appreciation to Adult Services Associate, Kat Solheim whom helped her with some reference items. Because of Kat's assistance, the patron received a promotion from her employer. Jennifer Drinka stated the library would be having their In-Service Day on April 20.

D. Friends' Report

There was no Friends report.

E. Resolution for the Selection of Library Materials and the Use of Library Materials and Facilities 18-1

There was discussion on some verbiage and punctuation within the Resolution. Jennifer Drinka will make all corrections. James Santi moved and Andrew Napier seconded the motion to accept the Resolution as corrected. On a roll call vote: Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; James Santi, aye; and Thomas Hausman, aye.

F. Policies:

1. Appendix C: Circulation Assistant & Circulation Page job descriptions

Andrew Napier recommended changing 'Customer Service' to 'Patron Service'. Cinde DeBoer moved and Gene LeFave seconded the motion to approve Appendix C as changed. All voted aye.

2. SER 8: Displays, Posters and Pamphlets Policy

Andrew Napier moved and James Santi seconded the motion to approve 'SER 8: Displays, Posters and Pamphlets Policy'. All voted aye.

3. SER 18: Display Case Use Policy

Gene LeFave moved and Andrew Napier seconded the motion to approve 'SER 18: Display Case Use Policy'. All voted aye.

G. Per Capita Grant: Meeting Needs of Patrons with Disabilities

Jennifer Drinka explained to the Board one requirement for the Per Capita Grant is all Board members need to watch at least one video regarding patrons with disabilities. Jennifer will email links to various videos members can view.

IX. Unfinished Business

A. Accessible door

Jennifer Drinka said architect Fred Schuster has the accessible door out for bid. The bid will be voted on at the February Board meeting and the work to be completed in April.

B. Parking Lot frost heaving

Jennifer Drinka reported to the Board the ADA and staff parking spots are heaving due to frost and are currently not ADA compliant. The construction company will return in the Spring to correct the issue.


X. Adjournment

Gene LeFave moved and Cinde DeBoer seconded the motion to adjourn at 8:28 p.m. All voted aye.

Thomas Hausman called an emergency meeting at 8:31 p.m.

Andrew Napier moved and Gene LeFave seconded the motion to approve the Executive Session Minutes of December 19, 2017. All voted aye.

James Santi moved and Andrew Napier seconded the motion to adjourn at 8:32 p.m. All voted aye.



Cinde DeBoer, Secretary