



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, June 26, 2018 at 7:02 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, Becky Jacobson, Paula Williams, and Sandy Doetsch**

James Santi moved and Andrew Napier seconded a motion to suspend the regular agenda to move VII. B. Personnel Changes to the beginning of the meeting. All voted aye.

Personnel Changes

- 1. Sandy Doetsch – 10 year service award**
- 2. Becky Jacobson – 10 year service award**

Thomas Hausman on behalf of the Board thanked Sandy Doetsch and Becky Jacobson for their years of service and presented them with a check for \$100 and a Certificate of Outstanding service. All present congratulated them and applauded.

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

Melissa Rapp moved and Gene LeFave seconded a motion to approve the May 2018 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye.

Andrew Napier moved and Gene LeFave seconded a motion to approve the May 8, 2018 Committee Meeting Minutes. All voted aye.



III. Approval of Bills and Payroll

Cinde DeBoer moved and James Santi seconded a motion to approve the June 2018 bills and payroll. Kathy Deaner mentioned the June checks were drawn from State Bank of the Lakes. On a roll call vote: Gene LeFave, aye; Melissa Rapp, aye; James Santi, aye; Ken Barnett, aye; Andrew Napier, aye; Cinde DeBoer, aye; and Thomas Hausman, aye.

IV. Treasurer's Report

Andrew Napier stated there is still \$904,416.96 left in Heartland Bank and \$952,656.88 in State Bank of the Lakes (SBOTL) for a total of \$1,857,073.84.

Andrew noted the first SBOTL direct deposit payroll was successful.

Jennifer Drinka said one last tax distribution went to Heartland Bank and all future distributions will be going to SBOTL. Jennifer told the Board she deposited a \$650,000.00 check issued from Heartland Bank in SBOTL's Money Market account.

V. President's Comments

Thomas Hausman told the Board he had cataract surgery on one of his eyes two weeks ago and another surgery today. Thomas reminded the Board Jennifer Drinka will be off on medical leave starting Thursday and wished her good luck. Thomas told the Board he entered Kenosha's Gateway Rose Society Annual Rose Show and won a Silver, Bronze, and Gold ribbon.

VI. Notices and Communications

A. Illinois Library Service Area Map Letter

Jennifer Drinka included the Illinois Library Service Area Map Letter in the Board packet. The second page of the letter includes a link the Board members can use to see the service areas. She informed the Board the link is only for libraries and not for public use. James Santi asked how the public could see this information. Jennifer responded they would need to go to their library and staff would provide the information. Melissa Rapp asked if all are similar in size. Jennifer responded no, it depends on the location.

VII. Librarian's Report

A. Overview of Reports

Jennifer Drinka stated computer stats are up. Summer Reading Program signup is continuing. The new book drop should be here Friday. The train/duplo table will be placed in the Children's department once the plaque honoring Mary Kay McNeill is attached. Jennifer also mentioned there is new lighting in the Board Room, which will make it easier to see images on the projector screen. Jennifer said she received an email stating the Economic Development Task Force will meet this Friday and possibly next Friday when she is out on medical leave and asked if any Board member would like to attend in her place. James Santi said he would be available this Friday and Melissa Rapp said she would be available next Friday. Jennifer reported we are waiting for Chicago Paving to return and finish the repairs to the parking lot and for the installation of the new handicap door.

B. Personnel Changes

- 1. Sandy Doetsch – 10 year service award**
- 2. Becky Jacobson – 10 year service award**

This was moved to the beginning of the meeting.

C. Wizards Weekend

Jennifer Drinka informed the Board the library hosted Hogwarts this past weekend in conjunction with the Chambers Wizards Weekend. Included with these Minutes is a Power point of visuals from throughout the day. One hundred forty students and family participated in the library's event. We had four classrooms with 35 students in each. Cinde DeBoer asked if other businesses had things going on. Becky Jacobson explained what the different businesses had. The library's event was the largest. Patrons commented the library was the place to be. Parents enjoyed the library's event because they had something to do while the children were in their classrooms. Two hundred ninety people made 'Potter bags'. Jennifer stated staff worked months planning for this event. The Chamber told Jennifer the registration for Hogwarts was much smoother at the library than the event last year. Jennifer said this was a big success. Thomas

Hausman thanked everyone who was involved.

VIII. New Business

A. Board Corner

- **Ken Barnett said hello to everyone and was glad to be back.**
- **Andrew Napier commented his mother is doing a family history research and called the library for help. His mother told him Robin Barlow should be given a raise for her significant assistance.**
- **Thomas Hausman wished new books which were over 500 pages had a longer check out period than seven days.**

B. Citizens' Comments

There were no citizens' comments.

C. Staff Comments

Becky Jacobson informed the Board we would be secretly audited by library staff from the Lake County Networking Libraries Marketing Group sometime in the next month. Their task is to look at several areas in regards to marketing and ease in finding ones way in our library. Becky said once the results of the audit have been reviewed by the group, she will share with the Board.

D. Friends' Report

There was no Friends report.

E. End of Year Dinner

Jennifer Drinka said we need to find a venue and reserve a day for our end of year dinner. Jennifer said Twin Oaks Country Inn in Wilmot, Wisconsin is the only place that has enough space and is available. Andrew Napier asked if any place in Antioch would have enough space for a backup plan. Becky Jacobson responded she has left messages with Anastasia's but they have not returned her calls. Johnny's Chop House makes more money being open to the public versus reserving their space for special events during this holiday time. David's Bistro is

not large enough for our group. Becky said it is hard to find a place large enough in Antioch. Thomas Hausman agreed and said the Rotary Club is looking for a place for their 50th Anniversary. The Rotary Club will be using the VFW hall. Becky Jacobson said the VFW hall would mean additional work for staff to get organized. Thomas Hausman stated PM&L Theatre is going to Twin Oaks for their banquet. Cinde DeBoer inquired about the Colony House. Becky said they want approximately 300 people. The Board asked if staff was happy with Twin Oaks since they were the venue last year. Becky said yes. Melissa Rapp moved and Andrew Napier seconded the motion to have the year-end dinner banquet at Twin Oaks Country Inn the first Saturday in December. All voted aye.

F. 18-3 Ordinance for Prevailing Wage

Jennifer Drinka explained this Ordinance needs to be approved every year and our attorney made all changes. James Santi moved and Gene LeFave seconded the motion to accept Ordinance 18-3 for Prevailing Wage. 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.

G. 18-4 Building Fund Ordinance

Jennifer Drinka stated that this Ordinance needs to be passed every year and will be placed in the newspaper. Gene LeFave moved and Melissa Rapp seconded the motion to accept Building Fund Ordinance 18-4. 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.

H. Appendix C: Head of Marketing & Communications, Marketing & Communications Associate, Head of IT and IT Associate

Andrew Napier moved and James Santi seconded a motion to accept Appendix C: Head of Marketing & Communications, Marketing & Communications Associate, Head of IT and IT Associate job descriptions. Jennifer Drinka noted both Heads of Departments are present tonight. Jennifer stated the title Public Relations (PR) changed to Marketing & Communications and IT will now be in charge of the

website. Job descriptions have been updated accordingly. Cinde DeBoer inquired about the requirement under Marketing & Communications stating 'must have a valid driver's license'. The Board discussed the verbiage and suggested changing it to 'must have a valid driver's license or be able to travel'. All voted aye as amended.

I. Set Date for Budget & Appropriation Hearing

Ken Barnett moved and James Santi seconded the motion to have the Budget & Appropriation Hearing on August 28, 2018 at 7 p.m. just prior to the regular meeting of the Board of Library Trustees of the Antioch Public Library District. All voted aye.

J. Appoint Secretary's Audit Committee

Melissa Rapp and Andrew Napier volunteered to be on the Secretary's Audit Committee. They will review the Minutes book for fiscal year 2017-18 after the June 2018 Minutes have been signed.

IX. Unfinished Business

A. Transfer of Funds from General Fund to Bond Repayment (\$232,585)

Gene LeFave moved and Andrew Napier seconded a motion to transfer \$232,585 from the General Fund to the Bond Repayment Fund. 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.

B. Strategic Plan Update: Website Initiative

Becky Jacobson and Paula Williams showed the website update on the projector screen and explained what was changed and why. They went around town with a usability survey regarding the website, App, Boopsie, and Personal Access Catalog (PAC). They reported many users preferred the old PAC and not the new website. They had to explain the difference between the website, databases, and PAC. Users were asked to rate the website from A-F. They found teens wanted more interactivensess and a better breakdown of tabs. No one was able

to find the chat dialog box on the website. Gene LeFave suggested having the print a different color and possibly changing the location. Becky Jacobson and Thomas Hausman agreed it needs to be reconfigured and make some color changes. Jennifer Drinka said she is proud of the work the group has done and commented on all of the work involved.

X. Adjournment

Gene LeFave moved and Andrew Napier seconded the motion to adjourn at 8:20 p.m. All voted aye.



Cinde DeBoer, Secretary

