



## **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, March 27, 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, Melissa Rapp and Thomas Hausman**
- **Absent Board Members: Ken Barnett**
- **Library Staff Members: Jennifer Drinka, Amy Blue and Paula Williams**

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

**Jennifer Drinka mentioned two names were missing from the Citizens list: Julie Macaluso and Jim Kinney. The Minutes will be corrected. Gene LeFave moved and James Santi seconded a motion to approve the February 2018 Minutes of the Antioch Public Library District Board of Trustees Meeting as amended. All voted aye.**

**III. Approval of Bills and Payroll**

**Andrew Napier moved and Melissa Rapp seconded a motion to approve the bills and payroll for the month of March 2018. Cinde DeBoer questioned the increase in charges from Waste Management. Jennifer Drinka said the disposal fee has increased and she will budget more for it next fiscal year. Andrew Napier mentioned Kathy LaBuda had previously signed a new contract with Waste Management because of the decrease in cost, but the original price has risen since the signing of the three-year contract. Cinde questioned if they could change price mid contract. Jennifer Drinka will research it. Jennifer also stated we receive a late fee from Waste Management each month because of our billing cycle, which they will not change. Gene LeFave asked who Martin Technologies were. Paula Williams, APLD's LAN Administrator, responded they are the vendor we used to install a new server**



and switch for the server. 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 that there was \$1,193,600.81 million in the bank. Andrew will discuss the banking options under "Investment Banking Options and Committee Report" on the agenda.

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

Thomas Hausman stated the Rotary Club approved a \$1,000 donation to the library. Thomas Hausman reported he attended a TIF meeting and learned about the construction of 80 homes in a new subdivision was on the north side of town. Our community is growing. Thomas asked the Board to think about expanding the library since the library's bonds will be paid in three years. He would like to start planning in the next six months. Jennifer Drinka stated she has information regarding reissuance of our bonds. She reminded the Board our bonds are not construction bonds they are general purpose. Thomas commented he will attend *What Trustees Need to Know* seminar on Saturday, May 19, 2018 and welcomed any other Trustee to go. Thomas welcomed Jennifer Drinka back from her surgery.

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

##### **A. Kathy LaBuda Congratulations**

Thomas Hausman read a card from, former Library Director, Kathy LaBuda congratulating Jennifer Drinka for getting the humanities grant.

##### **B. Hillcrest Preschool Storytime Thank You**

Thomas Hausman read a letter from Hillcrest Preschool thanking the Children's department for performing for their class.

##### **C. Jennifer Drinka Thank you**

Thomas Hausman read a card from Jennifer Drinka thanking the Board and Staff for the fresh fruit bouquet sent during her recovery.

#### **D. Saturday, May 19 Trustee Day Invitation**

**Thomas Hausman read an invitation to the Board for a program *Funding and Design for a Renovation or New Building Project: What Trustees Need to Know* on Saturday, May 19 from 9 am – 12pm. He welcomed any Trustee to join him at this program.**

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

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

- **Jennifer Drinka thanked Amy Blue for covering for her during her medical leave.**
- **Jennifer reminded the Board the library will close on April 20, 2018 for In-Service day. Jennifer told the Board the wall behind Circulation has been painted and the new T.V.'s are working.**
- **Jennifer pointed out the new blinds in the Board Room.**
- **Jennifer highlighted a patron comment to the Board regarding the phone message allegedly not changed when the library closed due to snow. The phone message was changed prior to closing.**
- **Jennifer mentioned to the Board the library is collaborating with the Antioch Chamber for Hogwarts University. The library will have over 100 children attending a program on Saturday, June 16.**
- **Melissa Rapp inquired about the patron comment; *the library should have text alerts for hold items*. Paula Williams responded we have the ability but it is turned off. Jennifer Drinka said we would research it further.**

#### **B. Personnel Changes**

##### **1. Eleanore Sorensen (10 year award)**

**Eleanore could not attend the meeting. Jennifer Drinka, on behalf of the Board, will present Eleanore with her 10-year service certificate and check for \$100.**

##### **2. Gayle Florian, Adult Services Associate hiring**

**Gayle Florian, former Page/delivery volunteer, has been promoted to fill**

**Lenora Finley's Adult Associate position.**

**3. Katherine McNatt, Page hiring**

**Katherine (Katie) McNatt has been hired as a Page.**

**4. Moya Peterson, Substitute hiring**

**Moya Peterson has been hired a substitute.**

**Andrew Napier moved and James Santi seconded the motion to accept the new hires. All voted aye.**

**C. E-Rate 2017-18**

**Jennifer Drinka reported this is the first time Paula Williams applied for e-rate and we will save \$4,000 and additional money off the internet, access points, and power supplies. The money received will be deposited in the same account originally debited for these services. Gene LeFave mentioned it is tedious to comply with the extensive e-rate forms. Everyone thanked Paula for a good job.**

**D. Volunteer Luncheon, Thursday, April 12, 2018, 12:00 pm**

**Jennifer Drinka invited the Board to the volunteer luncheon/potluck on Thursday, April 12, 2018 at 12:00 pm in the staff lounge to thank them for their generous donations and the volunteer hours to the library.**

**VIII. New Business**

**A. Board Corner**

- **James Santi asked if the expansion has to go on ballot, will we be able to indicate it is a community initiative. Thomas Hausman responded, when Richmond expanded they added a community room to benefit the whole community.**

**B. Citizens' Comments**

**There were no citizens' comments.**

### **C. Staff Comments**

There were no staff comments.

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

Amy Blue reported, Sandy White, Friends Treasurer is leaving and they will be looking for a replacement for her position. Thrift Books is making money. This year the book sale is November 15 – 18, 2018.

### **E. PER 37: Safety Responsibilities Policy**

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

### **F. SER 23: Privacy and Confidentiality Policy**

Gene LeFave moved and Cinde DeBoer seconded a motion to approve SER 23: Privacy and Confidentiality Policy. Gene LeFave would like the ability to see a record of the items he has borrowed. Illinois law requires us to delete patron's loan histories. A solution is to give patrons the option to opt-in providing the library's software can support this. Gene LeFave would like to have his own record. Melissa Rapp asked if we could email receipts. Paula Williams said not now but maybe with a new system. Change policy to read; "should such a service to maintain a record of the items individuals have borrowed become available, patrons will have the option to opt-in." Discussion continued with various verbiage suggestions. Gene LeFave moved and Cinde DeBoer seconded the motion to approve SER 23: Privacy and Confidentiality Policy as amended. All voted aye.

### **G. Appendix C: Head of Technology and Substitute job descriptions**

Andrew Napier moved and James Santi seconded a motion to accept Appendix C: Head of Technology and Substitute job descriptions. All

voted aye.

#### **H. Appoint Personnel Committee & set meeting date**

**James Santi moved and Andrew Napier seconded the motion to appoint a Personnel Committee & set meeting date. All voted aye. Jennifer Drinka, Andrew Napier, Cinde DeBoer, and Thomas Hausman, volunteered to be on the personnel committee. Cinde asked Jennifer to contact Ken Barnett because he had previously expressed an interest to be a part of the committee. The first meeting will be April 11, 2018 at 6 pm.**

#### **IX. Unfinished Business**

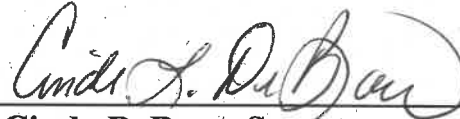
##### **A. Investment Banking Options and Committee Report**

**The Finance Committee met (Andrew Napier, Gene LeFave and Jennifer Drinka) to discuss staying with Heartland Bank or change to State Bank of the Lakes. They want a consensus of the Board, staff, and Jennifer Drinka. Jennifer Drinka said she likes that State Bank of the Lakes has a fluctuating interest rate and she and the staff would support the transition to State Bank of the Lakes. Andrew Napier asked us to consider our relationship with Heartland Bank. Are they meeting our needs? A formal proposal from State Bank of the Lakes is required in order to pass the necessary Resolution to change our banking institution. We are asking if they can serve our needs, including e-commerce and bond payment wire transfers. Andrew Napier asked the Board their opinions. He said the Committee recommends switching to State Bank of the Lakes. Thomas Hausman also supports the switch to State Bank of the Lakes. Melissa Rapp commented Heartland has not been proactive as they should have been. James Santi said State Bank of the Lakes saw we were considering other banking options and contacted us to inform us of the services they can provide. Gene LeFave said Heartland never offered any service enhancements while he was Treasurer. Numerous ownership changes are a concern to Thomas Hausman. Cinde DeBoer reminded the Board, that previously, Heartland bank neglected to provide the library with desired services until the library considered other banking institutions. Heartland requested we not share their proposal. Jennifer Drinka said her brother is VP of Highland Park Bank and Trust, a Wintrust bank,**

and said that Wintrust has noticed when they provide a new initiative; Heartland seems to duplicate the same initiative. The next step is to receive a formal proposal from State Bank of the Lakes. We will meet with State Bank of the Lakes to see if they can meet our needs. The lawyer will draft a resolution with an extended time period so we can gradually transition to the new bank. Andrew Napier will work with staff to transition. Thomas Hausman asked about tax revenue, which comes in May.

**X. Adjournment**

Gene LeFave moved and Andrew Napier seconded the motion to adjourn at 8:12 p.m. All voted aye.



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Cinde DeBoer, Secretary

