



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, November 27, 2018 at 7:00 p.m. in the Board Room at the library.

Present:

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

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

Melissa Rapp moved and James Santi seconded a motion to approve the October 2018 Minutes of the Antioch Public Library District Board of Trustees Meeting. Thomas Hausman wanted to discuss the October 2018 Minutes and moved to amend the Minutes to include the word *not* after the word *would* on page seven, first paragraph, first sentence, and the word *not* be added after the word *would* in the third sentence. Thomas said the reason being on his honor he believes this to be true. He continued to say this was a misguided attempt at humor. Thomas also said the library's attorney recommended Jennifer Drinka report the incident to the police, which she did, and she notified Thomas as well. Thomas asked Jennifer to tell the Board what the police had asked her and her response. Jennifer said the police asked if she wanted Thomas arrested. Her response was no. The police asked her why and she responded she felt he was not a real threat. Thomas told the Board Jennifer Drinka received a written complaint from someone who was at the last Board meeting and he would be passing it around for the Board to read during *Notices and Communications* on the Agenda. Thomas continued to say everyone does not hear the same thing (at meetings). Thomas explained there is no way Kathy (Deaner) can hear everything said during the meeting in order to quote him. Melissa Rapp asked Thomas to read what was written and how he would like it changed. The Board discussed Thomas' motion.



The Board did not recall Thomas' version and supported how it was stated in the Minutes. Andrew Napier said he would be okay with adding additional commentary if Thomas wanted, but not to change the original wording. Ken Barnett said he did not recall the details of what was said. James Santi said he could not agree to change something he did not hear and the Minutes reflect an apology already. Thomas defended his comments having to do with term limits, said there was no intent to do harm, and apologized again. Thomas will accept whatever the Board says but does not agree with term limits. Ken Barnett asked if anyone felt threatened. Jennifer Drinka said she could say the police told her half the people spoken to felt threatened, half thought of it as a joke, and one person did not remember anything. Andrew Napier asked if they need a majority to change the Minutes. Jennifer Drinka responded yes. Thomas Hausman said Kathy (Deaner) should not quote conversations held during the meeting and that all discussions should not be included in the Minutes. Melissa Rapp responded this is the same practice as in other Minutes. Jennifer Drinka said it has to reflect the agreement of the Board. Melissa Rapp asked if Thomas would be satisfied with amending the Minutes to add prior to the first sentence of paragraph one on page seven: After Board discussion, Thomas Hausman provided input regarding the proposed By-Law changes and expressed his objection to officer term limits, but would support what the Board collectively agreed to. Thomas Hausman agreed and moved to withdraw his original motion to amend the Minutes. James Santi seconded the motion. Melissa Rapp moved and James Santi seconded a motion to amend the October 2018 Minutes of the Antioch Public Library District Board of Trustees Meeting to include Melissa's correction. All voted aye except for Thomas Hausman and Gene LeFave who abstained.

Andrew Napier moved and James Santi seconded a motion to approve the October 30, 2018 Levy Hearing Minutes. All voted aye.

Melissa Rapp moved and James Santi seconded a motion to approve the October 30, 2018 Executive Session Minutes. All voted aye.

Andrew Napier moved and Cinde DeBoer seconded a motion to approve the October 15, 2018 Facilities Feasibility Committee Minutes. All voted aye.

Andrew Napier moved and James Santi seconded a motion to approve the October 18, 2018 By-Laws Committee Minutes. All voted aye.

Melissa Rapp moved and Andrew Napier seconded a motion to approve the

October 24, 2018 Facilities Feasibility Committee Minutes. All voted aye.

Andrew Napier moved and Cinde DeBoer seconded a motion to approve the October 25, 2018 Facilities Feasibility Committee Minutes. All voted aye.

Melissa Rapp moved and Cinde DeBoer seconded a motion to approve the October 29, 2018 Facilities Feasibility Committee Minutes. Cinde DeBoer commented she likes reading all of the Feasibility Minutes and thinks the committee is doing a good job. All voted aye.

III. Approval of Bills and Payroll

James Santi moved and Gene LeFave seconded a motion to approve the bills and payroll for the month of November 2018. Gene LeFave inquired why Midwest Tape was so high. Jennifer Drinka explained we purchased new, slimmer DVD cases to enclose the TV series collections in order to gain more shelf spacing. 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.

IV. Treasurer's Report

Andrew Napier commented there was \$2,232,329.66 in the bank. Andrew also noted we received approximately \$10,000, year to date, in interest compared to \$1,000 - \$2,000 from our previous bank.

V. President's Comments

Thomas Hausman told the Board he spoke at the November 9, 2018 in-service staff meeting and commended Jennifer Drinka on her work, thanked Amy Blue for filling in for Jennifer when she was absent, thanked Lynn Floyd for Heading Circulation prior to her retirement, thanked staff for being helpful, and thanked everyone who helped with Love Letters. Thomas said he was sorry for causing any problems.

VI. Notices and Communications

A. 2019 Library District Calendar

Jennifer Drinka told the Board the 2019 Library District Calendar was in their Board packet.

B. Anonymous Complaint

Thomas Hausman passed around to the Board the written complaint Jennifer Drinka received regarding Thomas Hausman. Thomas apologized to the author of the complaint for making them feel threatened.

Thomas read a thank you card from Jan Johnson for the sympathy flowers sent after her mother's passing.

Thomas read a thank you card from Lynn Floyd.

VII. Librarian's Report

A. Overview of Reports

Jennifer Drinka spoke about the weather and told the Board she hoped to have a policy for their review at the next Board meeting regarding library closures during extreme weather conditions. Jennifer said this past week, during the blizzard, the library paid staff up to one hour if they came in late due to the weather. Cinde DeBoer remembered in the past library late openings were because the snowplow did not come prior to the opening of the library. The Board discussed the issue. There currently is no policy. The employee handbook states:

EMERGENCY WEATHER CLOSING

The Library Director will make the decision to close the Library due to inclement weather or other unforeseen circumstances. If the decision is made to close the Library prior to opening for business in the morning, an effort will be made to contact employees via a phone chain, e-mail and/or to post a message on the webpage. The closure information will also be relayed to local radio stations. If the decision to close the Library is made during the work day, the Library Director will contact each supervisor with the scheduled closing time to be communicated to employees.

If the Library is closed due to inclement weather, all employees scheduled to work on the day of the closing will be paid for their regularly scheduled work hours. If an employee chooses not to come to work or leaves early due to inclement weather when the Library remains open, the employee may choose to use any remaining vacation/personal time or take a day without pay.

Jennifer mentioned we have started a new way of keeping track of passive programming as participation is continuing to grow. Children's programming is up 1%. We continue to get patrons commenting they love our programs. Jennifer stating the parking lot company came to repair the lot but did not do it correctly and we do not have parking lot lines in the ADA spots. At this point, we are looking into the company refunding the library some of the money since they have not fulfilled the contract. Melissa Rapp asked if the library could be fined for not having the parking lot lines. Jennifer Drinka will find out. Jennifer was happy to announce the new ADA front door will be installed tomorrow and the electric part of the door will be installed on Thursday. Jennifer told the Board there was some falling ice outside of the front patron doors the other night. She locked once of the doors for patrons' safety from potential falling ice and called our insurance agent for advice.

B. Personnel Changes

Jennifer Drinka announced Kim Zupkoff as our new Head of Circulation Services Manager replacing Lynn Floyd. There will be more to come on the now open Head of Children's position. James Santi moved and Cinde DeBoer seconded the motion to accept Kim Zupkoff as the new Head of Circulation Services. All voted aye.

VIII. New Business

A. Board Corner

- Andrew Napier thanked Thomas Hausman for his apology. Andrew asked if the Board should have a comment as a whole regarding the incident. The Board concurred they should. Jennifer Drinka stated the lawyer recommended he write up a Resolution for the Board to approve. Jennifer will have it prepared for the next Board meeting.
- Gene LeFave announced he has been on the Antioch Public Library District Board of Trustees for over 20 years and has decided this

would be his last term. He will not be running for the Board during the next election. Gene said the APLD Board of Trustees have been like a family to him. The entire Board was sorry to hear this and will be sorry to see Gene go. Thomas Hausman said the next election would be his last as well.

- Melissa Rapp thanked Thomas Hausman for taking responsibility and commended the Board for holding high standards.

B. Citizens' Comments

There were no citizens' comments.

C. Staff Comments

Amy Blue thanked Jennifer Drinka for working a Sunday for a fellow manager, during one of the 'blizzard' days, who lives a much further distance.

Jennifer Drinka commented to the Board she was invited to M.C. Baraboo, WI Public Library's 10th Annual Turkey Bingo that she began for them 10 years ago. Participants of all ages have a chance to win various turkey fixings.

D. Friends' Report

Amy Blue mentioned the Wings fundraiser for Friends is tonight and tomorrow night. James Santi asked Amy how the book sale was. Amy did not have any final numbers of their proceeds as of date. Amy noted the foot traffic seemed much lighter than in the past. Amy asked the Board to consider donating any unwanted Christmas gifts to Friends for their monthly silent auction.

E. Appendix C: Head of Children's Services

Cinde DeBoer moved and James Santi seconded the motion to approve Appendix C: Head of Children's Services. Jennifer Drinka stated the main change was the Head of Children's Services would now be a pay grade 9 requiring a Master's Degree. 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.

F. PER 39: Staff Development and Tuition Reimbursement

James Santi moved and Andrew Napier seconded the motion to approve and adopt a Staff Development and Tuition Reimbursement Policy, which will supersede all prior personnel policies, including without limitation the last version of the Meetings, Lectures and Training Programs and the Staff Development and Voluntary Tuition Reimbursement Plan Policies established in the Library District's Personnel Policy Manual and the Training and Development and Staff Development and Tuition Reimbursement Policies established in the Library District's Employee Handbook, which were previously approved by this Board of Library Trustees. Melissa Rapp asked if it was standard not to have a CAP. Jennifer Drinka said yes it was. Melissa said it is fine as long as at the discretion of the library director is included. Jennifer Drinka stated the management team added clauses 'In the event that the employee resigns or is terminated within twelve (12) months after reimbursement is received, the employee must agree to repay the Library in full' and 'Persons hired below desired education level may receive a reduced rate of pay, pursuant to educational terms in hiring letter.' Melissa Rapp suggested adding a clause to waive the 'one year of service' for tuition reimbursement if Library is mandating classes. Melissa suggested stating the employee would be responsible for all taxes associated with tuition reimbursement. 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. Schedule next Facilities Feasibility Committee meeting

The next Facilities Feasibility Committee meeting will be scheduled at the next Board meeting.

H. Illinois Veteran's History Project

Jennifer Drinka stated to the Board a flier regarding the Illinois Veteran's History Project was in their Board packet and encouraged the Board to visit the website. The Illinois Veteran's History Project, launched by Secretary of State Jesse White in conjunction with the Library of Congress Veterans History Project, creates a permanent record of the names and stories of Illinois war veterans and civilians

who served our country during war time. This is a requirement to discuss for the Per Capita Grant.

IX. Unfinished Business

A. By-Laws

Andrew Napier stated they added an ethics statement Article IX Trustee Code of Ethics that outlines proper behavior. Trustees shall adhere to the *Public Library Trustee Ethics Statement* approved by the United for Libraries Board in January 2012. Andrew also noted, by law, reasons for removing a trustee from office is:

- missing a meeting for a year
- not paying taxes
- convicted of a felony

Andrew stated our lawyer would prepare an ordinance to make this official.

B. End of Year Dinner Party Reminder

Jennifer Drinka reminded the Board the end of year dinner party is December 1 at 6:30 p.m.

Thomas Hausman asked if anyone wants to discuss the letter of complaint. It will be in the archives.

X. Adjournment

Gene LeFave moved and James Santi seconded the motion to adjourn at 8:36 p.m. All voted aye.



Cinde DeBoer, Secretary