



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, October 30, 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, Melissa Rapp, and Thomas Hausman**
- **Absent Board Members: Gene LeFave**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, and Sam Langford**

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

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

III. Approval of Bills and Payroll

Melissa Rapp moved and Andrew Napier seconded a motion to approve the bills and payroll for the month of October 2018. On a roll call vote: James Santi, aye; Ken Barnett, aye; Andrew Napier, aye; Cinde DeBoer, aye; Melissa Rapp, aye; and Thomas Hausman aye.

IV. Treasurer's Report

Andrew Napier stated there was \$2,405,786.11 in State Bank of the Lakes only. All accounts at Heartland Bank are closed.



V. President's Comments

Thomas Hausman stated Jennifer Drinka called him today to let him know only four people signed up for the *'Love Letter'* performances this Friday, Saturday, and Sunday. Cinde DeBoer commented it was short notice for advertising. Thomas said the people he asked personally are going to call the library to register. The performances may be cancelled due to low participation. Jennifer Drinka commented she wants to move ahead with all three performances as scheduled. Thomas invited the Board to attend.

VI. Notices and Communications

A. Donation from Antioch Woman's Club

Thomas Hausman read a letter from Antioch Woman's Club Treasurer, Pat Carter, donating \$200 to the library. Jennifer Drinka will use their donation for the unveiling of the Duplo train in memory of Mary Kay McNeill who was an active member of the Woman's Club.

B. Patron praise for Carol Patterson

Thomas Hausman read a message from a patron praising Carol Patterson as a 'heavenly helper' to him.

C. Thank You to APLD Staff and Board

Thomas Hausman read a thank you card from Kim Zupkoff for the sympathy gift and support given to her after her husband's passing.

D. Thank you to Jennifer Drinka from Anne Belden

Thomas Hausman read a thank you card from Anne Belden of Ela Area Public Library thanking Jennifer Drinka for speaking to their group regarding budget procedures and priorities.

VII. Librarian's Report

A. Overview of Reports

Jennifer Drinka said she was happy to report Circulation is up 3%,

downloads up 106%, website visits up 5%, and website hits up 34% from last year. Jennifer reported Fred Schuster told her the materials for the ADA door will be here next week and the completion of the parking lot done within two weeks. Jennifer passed photos around showing the construction project of a wall being installed on the library's roof by our maintenance team, Roy Olnhausen and Bill Jones. They built the wall to serve as a barrier to prevent an outside gaseous smell from infiltrating the library. President Thomas Hausman said to tell the men the Board was happy and appreciates what they have done.

B. Personnel Changes

1. Lynn Floyd, Head of Circulation retirement

Jennifer Drinka read a letter from Lynn Floyd, Head of Circulation announcing her retirement on November 23, 2018 after 18 years of employment. Ken Barnett moved and James Santi seconded the motion to accept Lynn's resignation with regret and thanks. All voted aye.

2. Page Hiring

Jennifer Drinka announced the hiring of Sara Zeien as a Page.

Jennifer Drinka read a letter from Head of Children's Department, Kim Zupkoff, expressing her interest for the Head of Circulation position. Thomas Hausman asked if they need to first publish the Head of Circulation position publically. Jennifer Drinka stated she does not. The Board discussed if the position would be posted internally to staff first or not. Melissa Rapp and Thomas Hausman strongly advocated giving staff a chance to come forward. Melissa Rapp asked Jennifer Drinka if she needs the Boards approval. Jennifer responded no; she wanted them to be aware of the situation. A consensus of the Board was to post the position internally for seven days.

VIII. New Business

A. Board Corner

- Ken Barnett mentioned his church was having a comedy night fundraiser and was hoping to reserve a table for APLD. More

information will be forthcoming.

- Andrew Napier mentioned he spoke with Paula Williams, LAN Administrator, about the website strategic plan and the website is now stable.
- Cinde DeBoer stated she attended the Instant Pot cooking program and thought it was a great class.
- Melissa Rapp reported the Facility Feasibility Committee has been meeting. Jennifer Drinka facilitated meetings with three architects. The committee will be meeting again as they are still in the early stages of gathering information.

B. Staff Comments

Amy Blue, on behalf of Becky Jacobson, reminded the Board to please RSVP to the end of year party. Thomas Hausman said he and his wife would be there. Amy also wanted to say that Lynn Floyd will be missed.

C. Citizens' Comments

There were no citizens' comments.

D. Friends' Report

Amy Blue told the Board the Friends book sale would be November 15, 16, 17 and 18. Wings, ETC. will be having a fundraiser for Friends Monday, Tuesday, and Wednesday the week before.

E. Levy Ordinance 18-6

Melissa Rapp moved and James Santi seconded the motion to pass Levy Ordinance 18-6 discussed at the Levy Hearing prior to this Board meeting. On a roll call vote: James Santi, aye; Ken Barnett, aye; Andrew Napier, aye; Cinde DeBoer, aye; Melissa Rapp, aye; and Thomas Hausman, aye.

F. Certification of Compliance with the Truth in Taxation Act

Jennifer said this was in everyone's Board packet. It does not need approval, it is a certificate stating the 2018 tax levy of APLD was adopted in full compliance with the provisions of the "*Truth in*

Taxaction Act” and needs to be signed by Thomas Hausman.

G. Abatement Ordinance 18-7

Jennifer Drinka explained the abatement ordinance and it had to be approved every year. Andrew asked what the library had done prior to 2009. Jennifer Drinka said she would find out. Andrew Napier moved and James Santi seconded a motion to approve Ordinance 18-7, an Ordinance abating the 2018 Antioch Public Library District tax levy regarding the payment of principal and interest due on general obligation library building refunding bonds, series 2010. On a roll call vote: Cinde DeBoer, aye; Melissa Rapp, aye; James Santi, aye; Ken Barnett, aye; Andrew Napier, aye; and Thomas Hausman, aye.

H. Appendix K: Loan Periods & Service Fees

Jennifer Drinka explained Appendix K is reviewed every year. Andrew Napier moved and Melissa Rapp seconded the motion to approve Appendix K: Loan Periods & Service Fees. All voted aye.

I. Appendix C: Head of Circulation Services

Cinde DeBoer asked why there is a change to this position. Jennifer Drinka responded because retiring Head of Circulation, Lynn Floyd, had a Master’s degree. The position is only requiring a Bachelor’s degree, which brings it to pay grade 8, similar to all Supervisors. Cinde DeBoer moved and Ken Barnett seconded a motion to approve Appendix C: Head of Circulation Services. All voted aye.

J. Schedule next Facilities Feasibility Committee meeting

The next Facilities Feasibility Committee meeting will be November 13, 2018 at 7 p.m. in the Board room at the library.

K. Closed Session: Library Director’s Evaluation

Thomas Hausman asked for a motion to postpone the library director’s evaluation stating he did not receive feedback from every Board member. James Santi moved and Andrew Napier seconded the motion to postpone the evaluation. Jennifer Drinka suggested the evaluation

should still move forward and Tom should have everything he needs. The motion was reversed. The evaluation will be at the end of the regular Board meeting.

IX. Unfinished Business

A. PER 12: Working at Home

Jennifer Drinka said she had talked to our attorney regarding the verbiage '*Working at home*' per Melissa Rapp's inquiry at the last Board meeting. According to our attorney, '*Home*' includes any location that is not specifically authorized by the employee's Department Head or the Library Director. Cinde DeBoer moved and Andrew Napier seconded a motion to accept PER 12: Working at Home. All voted aye.

B. By-Laws

Andrew Napier said there was a slight change from last month. Article VII states a minimum quorum of four trustees must be physically present at the location of the meeting for the business of a regular or special meeting to be conducted. The order of business was changed to have 'New business' after 'Unfinished business'. Article VIII states if a minimum quorum of four trustees is physically present at the location of the meeting, trustees may participate in a meeting remotely if the trustee(s) is/are prevented from physically attending for any of the following reasons:

- 1. Personal illness or disability**
- 2. Employment purposes**
- 3. Absence due to library board business**
- 4. Family or other emergency**

James Santi asked if members could vote if they are not physically there. Andrew Napier and Cinde DeBoer said yes, as long as a physical quorum is present. Andrew Napier and Cinde DeBoer stated the Board cannot vote on the By-laws tonight as our attorney is out of town and would like to look over changes before the Board votes.

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 commented he is running for the Board again and if re-elected by the community he would bomb (your) homes if the Board did not re-elect him as President. Thomas went on to say he would shoot members if not re-elected President. Jennifer Drinka told Thomas he needed to stop with those comments. Others said it was uncalled for. Jennifer said if it were a patron talking, she would be calling the police. Thomas said some Board members know him, know he would not actually do that, and asked for the comments not to be in the Minutes.

The Board meeting continued with Thomas suggesting adding to the agenda 'Anything for the good of order'. The term Good of the Order refers to that portion of the agenda or meeting during which members may make statements or offer observations about the character or work of the organization without having any particular item of business before the meeting. Andrew Napier commented we discuss that information under the Board Corner. James Santi said it would be more of a wrap up of the meeting. Jennifer Drinka said people at her Director's meetings, who have it on their agenda, regret it. No decision was made regarding 'Anything for the good of order.'

James Santi asked if they should go into closed session now. Thomas Hausman asked the Board if they wanted to go into closed session to discuss Jennifer Drinka's evaluation. All said yes.

James Santi moved and Cinde DeBoer seconded the motion to go into closed session to discuss Jennifer Drinka's evaluation. All voted aye.

The Board went into closed session at 8:20 p.m.

The Board came back to regular session at 8:40 p.m.

XI. Adjournment

Andrew Napier moved and James Santi seconded the motion to adjourn at 8:40 p.m. All voted aye.



Cinde DeBoer, Secretary

