



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, July 30, 2019 at 7:01 p.m. in the Phylliss Ann Kakacek Board Room at the library.

Present:

- **Library Board Members: James Santi, Bob Burke, Scott Zalatoris, Becky Masik and Thomas Hausman**
- **Absent Board Members: Ken Barnett, Cinde DeBoer**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Becky Jacobson, and Sam Langford**

Thomas Hausman appointed Becky Masik, Secretary Pro-tem due to the absence of Cinde DeBoer

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

James Santi moved and Bob Burke seconded a motion to approve the June 2019 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye.

James Santi moved and Scott Zalatoris seconded a motion to approve the June 18, 2019 Budget Committee Meeting Minutes. All voted aye.

III. Approval of Bills and Payroll

Scott Zalatoris moved and James Santi seconded a motion to approve the bills and payroll for the month of July 2019. On a roll call vote: Becky Masik, aye; James Santi, aye; Bob Burke, aye; Scott Zalatoris, aye; and Thomas Hausman aye.



IV. Treasurer's Report

Scott Zalatoris stated there was \$1,908,187.94 in our four bank accounts. Scott stated he and Jennifer Drinka made a bond payment after the last board meeting.

V. President's Comments

Thomas Hausman said he would hold his comments until later as there is a lot to cover on the agenda.

VI. Notices and Communications

A. Thank you to Kat Solheim

Thomas Hausman read a thank you letter from a patron regarding Adult Services Associate Kat Solheim for going '*way beyond the call of duty*' helping her find materials for her trip.

Thomas Hausman read a thank you card from Circulation Assistant Marie Fischer for the sympathy flowers sent after her mother's passing.

B. Wolf of Wall Street Request for Reconsideration

Jennifer Drinka included in the trustees Board packet a patron's 'Request for Reconsideration' of the DVD *Wolf of Wall Street*. The patron does not think this movie is appropriate for the Antioch Public Library District. Jennifer reported to the Board she had management staff view the movie and recommended the DVD remain in the collection. The Board concurred. Jennifer responded to the patron "the Library believes in unrestricted access to all informational and recreational materials in the collections. It is the responsibility of the individual to select or reject materials for his or her own personal use; the individual cannot infringe on the rights of others to make their own personal choices. Parents have the ultimate responsibility to supervise and guide the selections of minor children".

C. Saturday, August 10, 2019 Trustee Workshop

In the trustees' Board packet is an invitation to a Trustee Workshop on August 10. Jennifer told the Board the workshop is currently full, however, if anyone was still interested in being placed on a wait list to let her know. Becky Masik said she was interested in being on the wait list.

VII. Librarian's Report

A. Overview of Reports

Jennifer Drinka said the architect told her the current library building cannot sustain a second a second floor. The Facilities Feasibility committee will need to research other alternatives. Jennifer reported the roof is leaking and needs repairs. The shed will be in next week. Sam Langford, IT Associate, has been working on the ports in the computer lab, which patrons have commented. The HVAC leaked the other night and needs repair which should be an inexpensive fix, the humidifier is almost done and we have a toilet that needs repair. Jennifer told the Board, former library director, Kathy LaBuda, was in the hospital but is home now and doing okay. The last day of the Summer Reading Program is tomorrow. There will be a big celebration on Saturday, August 3. We are having cupcakes donated by Lovin' Oven Cakery in Antioch. Scott Zalatoris asked if we had a camera on our roof. Jennifer said no but we will budget for one next fiscal year.

B. Personnel

1. Personnel Changes

Jennifer Drinka announced Samantha Gaydovchik has resigned her Page position. The position is not being replaced.

2. Keri Bush, Children's Associate (full-time)

Former Page, Keri Bush, has been hired as a full-time Children's Associate, filling the vacated position.

3. Rachel Stine, Children's Associate (part-time)

Rachel Stine has been hired as a part-time Children's Associate. Rachel has a background in theatre.

James Santi moved and Bob Burke seconded the motion to accept the new hires. All voted aye.

C. Self-Checkout report

Jennifer Drinka included in the Board packet a report summarizing the research done regarding self-checkouts for APLD. Due to the high cost and the library not having RFID – (“radio-frequency identification” referring to a technology whereby digital data encoded in RFID tags or smart labels are captured by a reader via radio waves), we decided not to move forward at this time. Thomas Hausman stated he and Bob Burke had lunch earlier in the week and discussed self-checkouts. Thomas suggested the Facilities Feasibility Committee could discuss this with the architect further. Bob Burke said he thought the report was very detailed and well written and would not add anything.

D. Children's Department growing pains

Jennifer Drinka told the Board when going through this month's Board packet; they may have noticed some of the patron comments regarding staff changes in the Children's Department. These issues have been addressed with the new Children's department head and all Children's staff. Jennifer said she plans to address the patron concerns with a newsletter article talking about the changes and an Open House to invite the public to meet Jane Friess, the new Head of Children's. Thomas Hausman said change is difficult in general. There was change when Jennifer Drinka became the new Library Director and when Thomas became the new Board President. Jennifer stated staff would be trained on how to respond appropriately to patron concerns at our next all-staff meeting in August.

VIII. New Business

A. Board Corner

- **James Santi commented the large balloon figure in the Children's department should have a name. Jennifer Drinka said unfortunately it is already starting to deflate. James said he found the architect's comment about a second story interesting and suggested the committee come up with plan B or C. James asked if Jennifer had contacted Lake Villa Library to ask how they liked the architect. Jennifer said they liked their work. James asked if relocation was something the architect was looking at. Thomas Hausman said he did not think so. Scott Zalatoris asked theoretically how long a remodel would give us versus a new space. Thomas Hausman explained we thought our design of this building was to have a future second floor. Ideally, Thomas would like to have the baseball field property and have the baseball field moved to Osmond Park. Thomas said we should find out if that is feasible. Becky Masik asked if Antioch was large enough for a second library branch. Jennifer Drinka did not think so. There was further Board discussion regarding different locations.**
- **Becky Masik said regarding renovation, we should consider the population growth trend in 10 – 20 years. Becky suggested asking the Municipality what is going on. Becky asked regarding the patron's comment regarding Spanish movies if there was much of a demand. Jennifer Drinka responded we do not and what we do have is mixed in with our other titles. We would need to re-catalog if we were to separate them. Becky asked if a list could be created. Becky Jacobson, Head of Marketing & Communications, explained we do have a list but does need to be updated. Kathy Deaner, Business Manager, agreed the Reference department does have a list of foreign titles. Becky Masik informed the Board she would be missing the January Board meeting.**

B. Citizens' Comments

There were no citizens' comments.

C. Staff Comments

There were no staff comments.

D. Friends' Report

Jennifer Drinka reported the Friends' are working on their book sale for November. Becky Jacobson said in anticipation of the Fall Book Sale the Friends' will be having a curbside drop off day on September 21, 2019.

IX. Unfinished Business

A. Luisa Andrae portrait donations

Following up from the last Board meeting, Thomas Hausman asked if there were any objections in accepting the portraits of Mrs. Louise Vos (former Board President) and Mr. Ed Vos to hang in the library. The Board consensus is to accept the donations and display in the library since the portraits are from a local artist and we have other portraits from the same artist in the library.

B. Closed Session:

This closed session was moved to the end of the meeting.

C. Library's Director's Employment Contract

This was moved after the closed session.

D. Schedule Facilities Feasibility Committee meeting

The next Facilities Feasibility Committee meeting will be scheduled for either Tuesday, August 13, at 7 p.m. or Monday, August 19, at 7 p.m. Jennifer Drinka will confer with Ken Barnett, chair of the committee, who is not at tonight's Board meeting and report back to the rest of the committee.

X. New Business

A. 'Trustee Facts File Third Edition' Chapters 11 - Appendices

Jennifer Drinka said one of the requirements of the Per Capita Grant is for the Board to read Chapters 11 – Appendices and discuss at a Board meeting. Scott Zalatoris suggested assigning the entire book be read and discuss at the September Board meeting. Everyone agreed.

B. Closure for November 1, 2019 Staff In-Service Day

Jennifer Drinka said she needs Board approval for library closure. Scott Zalatoris moved and Bob Burke seconded a motion to close the library on November 1, 2019 for Staff In-Service Day. All voted aye. Thomas Hausman said he would like to attend the in-service.

C. Appendix C Teen Services Assistant job description

James Santi moved and Scott Zalatoris seconded a motion to approve the new Teen Services Assistant job description. All voted aye.

XI. Closed Session if necessary

Scott Zalatoris moved and James Santi seconded the motion to go into closed session at 8:18 p.m. All voted aye.

The Board returned to open session at 8:43 p.m.

Scott Zalatoris moved that the Board of Trustees provide the Library Director, Jennifer Drinka written notice that the District intends to offer her a three-year renewal of her employment contract, subject to review by legal counsel, the Board of Trustees, and Jennifer Drinka. On a roll call vote: Becky Masik, aye; James Santi, aye; Bob Burke, aye; Scott Zalatoris, aye; and Thomas Hausman, aye.

XI. Adjournment

Bob Burke moved and James Santi seconded the motion to adjourn at 8:45 p.m. All voted aye.

A handwritten signature in black ink, consisting of a series of connected loops and a long horizontal tail.

Becky Masik, Secretary Pro-tem