



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, September 24, 2019 at 7:00 p.m. in the Phylliss Ann Kakacek Board Room at the library.

Present:

- **Library Board Members: James Santi, Bob Burke, Scott Zalatoris, Cinde DeBoer, Becky Masik and Thomas Hausman**
- **Absent Board Members: Ken Barnett**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, and Jennifer Norris**
- **Citizens: Architect Rick McCarthy from Studio GC**

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

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

James Santi moved and Bob Burke seconded a motion to approve the August 27, 2019 Budget and Appropriation Hearing Minutes. All voted aye.

James Santi moved and Bob Burke seconded a motion to approve the August 19, 2019 Facilities & Feasibility Meeting Minutes, as amended. Cinde DeBoer asked what 'reno' meant in the Minutes. Becky Masik responded it was short for 'renovation'. The Board agreed to edit the Minutes to show 'renovation' spelled out. All voted aye.

Thomas Hausman asked for a motion to suspend the regular agenda to move the Architect's presentation next on the agenda at 7:03p.m.



James Santi moved and Bob Burke seconded a motion to suspend the regular agenda to move the Architect's presentation next on the agenda. All voted aye.

Rick McCarthy, architect from Studio GC, updated the Board with a slide presentation of his firm's analysis of the District and Demographics, as it has to do with the library's possible facilities renovation. Rick reminded the Board, Studio GC, was the architectural firm who designed the new Lake Villa District Library building and encouraged everyone to go look at it. Rick summarized Studio GC's recommendation for these APLD renovations:

- **More Small Group Meeting Rooms – These are the single most requested item in our current library work. They are used for quiet reading, tutoring, homework and personal meetings. The existing small group rooms are not well located and have no natural light. Should we provide small group rooms that are more accessible and inviting?**
- **Social Reading & Coffee – Libraries are becoming places where neighbors meet for conversation and self-service refreshments. Should we have a small area in the library for social reading and people to meet?**
- **Young Adults – Teens make up one of the largest groups in the district and the library is providing many activities aimed at young adults. Should we look at upgrades that target teens and tweens and provide a space that is more in tune with their needs?**
- **Aesthetics – The library has a dated look that may not appeal to contemporary users. Should we update the interior design to be more in line with contemporary expectations?**
- **Expanded Children's Services – Should we expand the children's area to provide more activity rooms, more play space, room for developmental learning games and increased space for infants and toddlers?**
- **Books – The existing print collection is 40% larger than that of our average peer library. Should we be open to reducing the size of the print collection to make room for new services?**
- **Maker/Creation Space – Places for creative activities are important parts of a modern library. Should we look at providing additional space that could support activities like 3D printing, laser cutting, video creation, video editing, virtual reality, music creation and arts and crafts projects?**

Rick reviewed the original building's structural drawings and found the building does not support an upward expansion. However, expanding outward over the veranda on the north side of the building would create 1,500 square feet of additional space in the Children's Department and expanding outward on the east wall of the building would create 2,900 square feet of additional space. Rick and the Board further discussed various possibilities of designing a floor plan using the additional square footage. Rick distributed to the Board a survey he would like them to answer regarding their priorities for the library and return to Jennifer Drinka when completed by Tuesday, October 1. Rick left the meeting at 8 pm.

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 September 2019. On a roll call vote: Cinde DeBoer, aye; 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 \$2,299,272.44 in our four bank accounts as of close of business today.

V. President's Comments

Thomas Hausman announced he was appointed by PM&L to direct this summer's play 'Annie' July 24 – August 9. Thomas said he attended the dedication ceremony of the Mary Kay McNeil Early Learning Center yesterday, commemorating Mary Kay McNeil, our former Vice President/Board Trustee who was also a retired grade school principal and community champion of education and learning. Thomas reported he attended the mobile passport sign up event by the Lake County Circuit Court representatives on Saturday, September 23 at the library and said it was a success.

VI. Notices and Communications

Thomas Hausman read a thank you card from Cinde DeBoer to library staff who personally contributed/donated towards a raffle basket for her daughter's fundraiser.

VII. Librarian's Report

A. Overview of Reports

Jennifer Drinka reported her and Head of Marketing & Communications for the library, Becky Jacobson, attended a meeting with Michael Garrigan of the Village on September 5, along with Don Skidmore representing the United Methodist Church, and a representative for school district 34 to advocate for digital signage on our respective properties. Michael Garrigan suggested the advocacy committee (APLD, church, SD 34) attend the Planning & Zoning meeting the following day and ask for a special provision variance for digital signage. Jennifer said the next-door eye doctor wants to move his practice and asked to meet with Jennifer. Jennifer asked the Board if she should meet with him and the Board consensus was yes. Jennifer stated she and Jane Friess, Head of Children's, also went to the dedication ceremony for the Mary Kay McNeil Early Learning Center and visited all SD 34 schools to see their renovations. Jennifer said they were nice, refreshing buildings. Jennifer stated the audit was successful and went very well. She asked the Board if they would like the auditors and our accountant to attend the November Board meeting to go over the results and answer any questions. The Board would like them to be at the November Board meeting.

B. 2018-2019 Annual Report

Jennifer told the Board the Illinois Public Library Annual Report (IPLAR) was in their Board Packet. All Illinois public libraries are required by statute [75 ILCS 16/30-65] to prepare an annual report to be submitted to the State Library as a condition of system membership. Jennifer said she would not present the entire IPLAR and annual statistics tonight but asked the Board to look at the comparison chart at the end of the report. Jennifer remarked Jennifer Norris, Head of Tech Services, helped Jennifer Drinka put the chart together. Cinde DeBoer asked Jennifer what accounts are included in the final number of the Salary & Fringe Benefits column. Due to time constraints of tonight's meeting Jennifer said she would forward to Cinde the complete list of items included in that figure. Jennifer said we are one of the smaller libraries in Lake County but we outperform some of the larger libraries in several categories. Jennifer highlighted APDL is number one in Lake County for Reference questions

asked, Teen Programming, and Teen Programming attendance.

C. Personnel Changes

Jennifer Drinka announced Circulation Assistant Brenda Martinez has transferred to Teen Assistant. Brenda will be replaced in Circulation.

James Santi moved and Bob Burke seconded the motion to approve Brenda Martinez as Teen Assistant. All voted aye.

Jennifer announced the resignation of Kris Siepl as Processing & Repairs Assistant.

VIII. Public Comment

A. Board Corner

- **James Santi agrees with the architect that new cardholders are down.**
- **Bob Burke voiced a word of caution. He suggested working with the architect up to a certain point since we have no guarantee of monies to fund an expansion. Once monies are realized, then we should move forward with what needs to be accomplished.**
- **Cinde DeBoer thanked the library staff again for the support of her daughter.**

B. Citizens' Comments

There were no citizens' comments.

C. Staff Comments

There were no staff comments.

D. Friends' Report

Amy Blue reported the Friends' Fall book sale is this weekend.

IX. Unfinished Business

A. Architect Rick McCarthy: Visioning, structural information and surveys

This was moved to the beginning of the meeting following the approval of Minutes.

B. Library Director's Employment Contract (effective 10/24/19)

James Santi moved and Bob Burke seconded the motion to offer Jennifer Drinka to renew her employment contract. On a roll call vote: Bob Burke, aye; Scott Zalatoris, aye; Cinde DeBoer, aye; Becky Masik, aye; James Santi, aye; and Thomas Hausman, aye.

C. Set next Facilities Feasibility Committee meeting

The committee suggested two possible dates for the next Facilities Feasibility Committee meeting: Wednesday, October 16 at 7pm or Monday, October 21 at 7pm. Jennifer Drinka will contact Ken Barnett and report his availability to the committee.

X. New Business

A. Set Date of Levy Hearing

Becky Masik moved and Scott Zalatoris seconded a motion to have the Levy Hearing prior to the October regular Board meeting, October 29, 2019 at 7pm. All voted aye.

B. PER 40: Conduct and Work Rules

Scott Zalatoris questioned the verbiage in the first bullet point using 'harmful' versus 'malicious'. Jennifer Drinka responded she pulled the terms similar to other libraries. Scott was satisfied. Thomas Hausman said he was disturbed to read comments of staff talking bad about other staff where patrons could hear their conversation. Jennifer Drinka said staff had training on word of mouth marketing after this comment. Scott Zalatoris inquired about the statement-unauthorized absence from the 'work station' versus 'workplace'. Jennifer Drinka explained

the difference. James Santi moved and Becky Masik seconded a motion to approve and adopt a Conduct and Work Rules Policy, which will supersede all prior personnel policies, including without limitations the last version of the On the Job Employee Behavior Policy established in the Library District's Personnel Policy Manual and the Conduct and Work Rules Policy established in the Library District's Employee Handbook, which were previously approved by this Board of Library Trustees. All voted aye.

C. PER 46: Grievances

Scott Zalatoris questioned the directive saying 'Library Director/Supervisor' or should it read 'Library Director OR Supervisor'. After discussion, Board consensus was to change to 'OR' unless the problem concerns the supervisor. James Santi moved and Cinde DeBoer seconded a motion to approve and adopt a Grievances Policy, which will supersede all prior personnel policies, including without limitations the last version of the Grievances Policy established in the Library District's Personnel Policy Manual and the Grievances Policy established in the Library District's Employee Handbook, which were previously approved by this Board of Library Trustees. All voted aye.

D. Appendix M: Staff Lounge and Locker Rules

James Santi moved and Cinde DeBoer seconded a motion to approve and adopt a Staff Lounge and Locker Rules Appendix, which will supersede all prior personnel policies, including without limitations the last version of the Kitchen/Lounge Suggestions Appendix established in the Library District's Personnel Policy Manual, the Kitchen/Lounge Rules Policy established in the Library District's Employee Handbook, and the Locker Memo, which were previously approved by this Board of Library Trustees. Scott Zalatoris offered some grammatical corrections, which Jennifer Drinka will change. All voted aye.

E. Schedule Library Director's Annual Evaluation

Jennifer Drinka stated last year this was done during Executive Session at the October Board meeting. Thomas Hausman recommended doing the evaluation during the November Board meeting. Jennifer will have

her self-evaluation to the Board by the October Board meeting and Thomas will collect the Board's evaluation of Jennifer prior to the November Board meeting. Bob Burke said Becky Masik suggested staff do a 360 review. A 360 review allows the management team to provide feedback on Jennifer's performance. Board consensus was to ask the management team to provide their optional feedback on Jennifer's strengths and weaknesses in a sealed envelope in the mailbox slot for the Board in the staff lounge addressed to Thomas Hausman. Becky Masik moved and Bob Burke seconded the motion to do Jennifer Drinka's annual evaluation on November 26, 2019. All voted aye.

F. PER 18: Vacation Leave

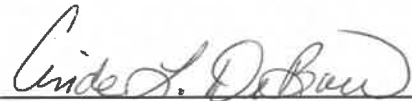
Jennifer Drinka explained the Board had been given the old Vacation Leave policy in their packet by error and should be ignored; however, their current policy manual has the updated policy. Jennifer was explaining the vacation policy differences between APLD and other libraries. Thomas Hausman suggested tabling voting on the Vacation Leave policy until next month and to form a committee to thoroughly review the policy. Cinde DeBoer moved and James Santi seconded the motion to form a committee to review the Vacation Leave Policy. All voted aye. Cinde DeBoer, Scott Zalatoris, and Thomas Hausman volunteered to be on the committee. The committee will meet on Wednesday, October 9 at 5pm.

XI. Closed Session if necessary

Closed session was not necessary.

XII. Adjournment

James Santi moved and Scott Zalatoris seconded the motion to adjourn at 9:01 p.m. All voted aye.



Cinde DeBoer, Secretary