



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, December 17, 2019 at 7:05 p.m. in the Phyllis Ann Kakacek Board Room at the library.

Present:

- **Library Board Members: James Santi, Bob Burke, Scott Zalatoris, Cinde DeBoer, Peter Mazzetta (sworn in at 7:07pm), Becky Masik and Thomas Hausman**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, Becky Jacobson, and Sam Langford**

Agenda Change 7:07p.m.

Scott Zalatoris moved and Bob Burke seconded the motion suspend the agenda and move the Oath of Office for Peter Mazzetta up on the agenda. All voted aye.

Board Secretary, Cinde DeBoer, read the Oath of Office for incoming Board Trustee Peter Mazzetta. Peter thanked the Board for giving him the opportunity to serve on the Antioch Public Library District Board of Trustees and said he was looking forward to the upcoming year.

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

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

James Santi moved and Becky Masik seconded a motion to approve the November 22, 2019 Renovation & Expansion Committee Minutes of the Antioch Public Library District Meeting. All voted aye.



III. Approval of Bills and Payroll

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

IV. Treasurer's Report

Scott Zalatoris stated our current bank balance in all four accounts at SBOTL is \$1,961,651.70 after paying January's principle bond payment of \$220,000 and interest of \$7,230. Scott stated there are two additional payments until the bonds are paid in full.

V. President's Comments

Tom Hausman invited everyone to his home on New Year's Day for an Open House. Tom thanked Becky Jacobson, Dana Bokhari, and Sam Langford for organizing a very enjoyable year-end dinner at Twin Oaks on December 7.

VI. Notices and Communications

A. Thank you from Tom Hausman

Tom thanked the Board and staff for the flowers sent after the passing of Tom's brother earlier in the month.

VII. Librarian's Report

A. Overview of Reports

Jennifer Drinka said she was pleased with all of the nice comments from patrons as reported in the Board packet. Jennifer said we have new copiers, a new door people counter, and a new large format printer, which will print posters and banners. Jennifer reported we are replacing our calendar and room reservation software Evance with Libcal, a new technology software. Today staff began training for PICLs (Person In Charge of the Library). The PICLs are nonexempt full time staff who are being trained to help with closing procedures and

emergencies during their scheduled hours. James Santi asked if Jennifer came to the library this past Saturday during the power outage due to an automobile hitting a power line. Jennifer said she did. The library delayed opening until 10am. Jennifer told the Board, her, Scott Zalatoris, and Becky Jacobson attended a Zoning & Planning meeting at the Village regarding allowing the library to have outside electric signage. Bob Burke attended the same meeting. The Village made no decision; it was postponed until the January meeting. Regarding a "Fines Free Summer" Jennifer Drinka reported during the months June – August 2019, the library collected \$4,256.45 in fines. Kim Zupkoff, Head of Circulation, is reconsidering going fines free for now. Trustee Becky Masik suggested a partial fines free program. Assistant Library Director, Amy Blue, commented some libraries do "children fines free." There was considerable Board discussion about instituting a fines free program and possibly tying it to the Summer Reading Program. Jennifer asked if she had the Board's consent to move forward with a smaller fines free program. Tom Hausman asked her to present her proposal to the Board once a decision was made.

B. Personnel Changes

1. Kim Mirocko (20-year award)

Thomas Hausman, on behalf of the Board, thanked Kim Mirocko for 20 years of outstanding service. Kim was not able to attend the meeting. Jennifer Drinka will present Kim with a check for \$200 and a certificate of outstanding service.

2. Nicole Cogswell, Head of Children's Services hiring

Jennifer Drinka announced she has offered the position of Head of Children's Services to Nicole Cogswell. Nicole (Nikki) will be starting January 6, 2020. Nikki is working towards her Master's in Library Science and was interviewed by both Jennifer and Amy Blue. The Children's department staff also met with her. Scott Zalatoris moved and James Santi seconded the motion to approve the hiring of Nicole Cogswell to Head of Children's Services. All voted aye.

VIII. Public Comment

A. Board Corner

James Santi-none

Bob Burke-none

Scott Zalatoris-none

Cinde DeBoer asked if the library has a photo printer. Jennifer Drinka said we do not but she will look into it.

Peter Mazzetta-none

Becky Masik- none

B. Citizen's Comments

There were no citizen's comments.

C. Staff Comments

Jennifer Drinka said she was very thankful for her staff.

D. Friends Report

There was no Friends report.

IX. Unfinished Business

A. Oath of Office for Peter Mazzetta

This was moved to the beginning of the meeting.

B. Renovation and Expansion Committee

Becky Masik, Trustee and Chair of the Renovation and Expansion Committee, reported the committee met with Patrick Callahan, owner of StudioGC a couple of weeks ago. Patrick discussed the library's renovation plans and going to referendum. Patrick recommended having three talking points when discussing the project with the community. He spoke extensively on relaying to the community what this will bring to the community versus how much revenue is needed. He spoke about targeting specific groups and forming grass root committees to speak to the community. Tom Hausman told the Board not to tell people to vote either yes or no. We are to educate people about what we are doing not to tell them what to do. Patrick Callahan distributed to the committee a working timeline for the project. Cinde DeBoer expressed to the Board not to give the timeline to the public; it is for our internal benefit. Becky Masik said no one should be saying anything yet until the talking points have been finalized and everyone is on the same page. James Santi inquired as to how much taxes would go up if the referendum passes. Jennifer Drinka said we do not know. The referendum would give a specific dollar amount or percentage amount. Eventually there will be a calculator on our website for patrons to determine how much their taxes might increase. James Santi reminded the Board he is against moving the handicap door. Becky Masik said we are not in the design phase yet but we will still have an ADA door. Jennifer Drinka stated StudioGC would talk to the community about dollar amounts, which is another reason for the Board not to talk about it in the community so there is consistency. Scott Zalatoris asked if the library is comfortable with losing 25% of the contract price if the referendum does not pass. He is not right now and Cinde DeBoer said she is not. Jennifer Drinka asked if the Board would like to see the contract before she signs it. Board consensus is yes. Tom Hausman reiterated the importance of not talking to the community about dollar amounts and if there are any questions to ask Becky Masik. Scott Zalatoris said the committee would go over the contract and report to the Board. Bob Burke asked if the Board members would get a copy of the contract before Jennifer signs it. Jennifer says yes but only she will sign it as Library Director. The committee will meet January 8, 2020 at 6pm to go over the contract.

C. SER 13, 14 & 15: Duties & Responsibilities of the Library Board & Director

Tom Hausman told the Board Scott Zalatoris has been working on Service Policies 13, 14, & 15 and turned the meeting over to Scott. Scott said he had written a report, which he would like reflected in the Minutes regarding his interpretation of SER 13, 14, & 15. Scott Zalatoris moved and James Santi seconded a motion to allow Scott's report be inserted in the Minutes. All voted aye. Scott summarized his report to the Board.

Scott's whole report:

Analysis of APLD BOT Duties: Selected Passages and Impacts

Selected Passages

Board of Trustees and Library Director Relationship (SER 13)

The Board of Trustees is the governing body. The Library Director is the chief executive and acts as the liaison officer between the board and employees. All full and part-time employees shall be employed by the Board after considering the recommendations of the Library Director. The Library Director manages the day to day operation of the facility and the personnel.

Duties of the BOT (SER 14) - Selected Passages

4. Know the program and needs of the library in relation to the community; keep abreast of standards and library trends; cooperate with the Library Director in planning the library program, and support the librarian and staff in carrying it out.

5. Establish, support, and participate in a planned public relations program.

12. Report regularly to the governing officials and the general public.

Duties of the BOT (Trustee Fact File 4th ed.) - Selected Passages

Your Duties as a Trustee...

****Participate in discussion and decision making at board meetings.***

****Stand by decisions made by the board.***

****Participate in activities sanctioned by the board, such as fundraising or public relations in the community.***

Your Ethical Responsibilities...

****Respect the opinions and contributions of other trustees; refrain from dogmatic or bullying behavior at board meetings. Work towards an acceptable compromise on contentious issues.***

****Do not voice opposition to board decisions in public; limit criticism to debates within board meetings.***

****Refer complaints from the public to the library director.***

Impacts

The BOT is a governing body that is driven to seek consensus in decisions by ensuring that members engage in respectful, thoughtful, and forthright deliberations. We consider issues within our purview such as, establishing and maintaining policies and ensuring that the library is fiscally secure by creating and passing a budget.

These primary functions and other established duties allow for the BOT to undertake one of its most crucial functions, hiring a competent library director.

Our library director functions as the chief executive officer and manages the day-to-day operations of the library. By focusing on maintaining a sound fiscal and regulatory environment the BOT enables the director to manage the staff, programmatic, and other operations of the library.

A strong, focused, and unified BOT gives the director the certitude needed to ensure that s/he is able to fulfill established duties and responsibilities. Providing clear directions via BOT decisions creates a stable environment necessary for the library director to properly carry out these duties, responsibilities, and directives. In order to achieve this outcome it is imperative that individual board members restrain their actions to those sanctioned by the entire BOT at an established meeting.

It is necessary to remember that each individual can be viewed by the public to represent the BOT. This means that any actions taken by individual board members outside of established meetings and sanctioned activities identified during those meetings may be inappropriate and may be harmful to the cohesion of the BOT, the library's operations, and public perception of the library. Unauthorized or other inappropriate actions may also have legal and/or fiscal repercussions for individual members of the board and the library as a whole. It is therefore inappropriate for individual board members to conduct library and BOT business outside the previously mentioned environments.

Tom Hausman concurred with Scott's interpretation. The Trustees reflect the whole Board and should only speak of sanctioned activities in the community. Tom continued to address a problem with Trustee Bob Burke. Bob individually shared incorrect information about the cost of the proposed building expansion with the Women's Club. He also asked Walmart for donations, which is the library director and staff's responsibility. Tom said Board members could not go out and be rogue. Tom has received numerous complaints from Jennifer Drinka and others about Bob. Tom said he knows Bob has a good heart but reminded him he cannot go out on his own. Cinde DeBoer said the Board must sanction activities before any one Board member acts on them. Tom asked Scott if that is what he meant with his report. Scott agreed that is his understanding. Bob Burke disagreed with the assessment of his actions. He thought it was a part of his responsibility as Trustee when he approached Walmart for a donation for the library. Bob said he asked Jennifer if there was tension between them and she told him not anymore. Jennifer said she takes direction from the entire

Board not one Board member. Bob said he did not talk to the Women's Club about money and Jennifer referred back to a copy of an email Bob sent which inadvertently had a dollar amount in the email. Bob apologized. Jennifer stated she is not comfortable talking to Bob alone anymore. She will always have someone with her now to reference the meeting(s). Tom commented last year he was censured for something he said during a meeting and he took responsibility for it. James Santi addressed Peter Mazzetta telling him the Board is to macro manage not micro manage the library. Scott Zalatoris said the Board needs to set and agree on expectations; then going forward what actions to take if transgression continues. Cinde DeBoer thinks the policies need to be revised and can understand how someone might misconstrue the division of duties. Tom Hausman asked for a motion to rewrite the policies. Scott Zalatoris moved and Cinde DeBoer seconded a motion to have a committee to examine SER 13, 14, & 15 and recommend changes. All voted aye. Becky Masik suggested it would be helpful to have old and new Board members on the committee. Scott Zalatoris, James Santi, and Peter Mazzetta volunteered to be on the committee with Scott as Chairperson. Tom Hausman told Bob Burke we do appreciate your intentions; just do not go off on your own.

X. New Business

There was no new business.

XI. Closed Session if Necessary

No closed session.

XII. Adjournment

Scott Zalatoris moved and Peter Mazzetta seconded the motion to adjourn at 8:59 p.m. All voted aye.



~~Cinde DeBoer, Secretary~~

Becky Masik, Secretary Pro Tem

