



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 29, 2019 at 7:10 p.m. in the Phyllis Ann Kakacek Board Room at the library.

Present:

- **Library Board Members: James Santi, Bob Burke, Scott Zalatoris, Cinde DeBoer – arrived 7:11p.m., Ken Barnett, Becky Masik and Thomas Hausman**
- **Library Staff Members: Jennifer Drinka, Amy Blue, Becky Jacobson, Jane Friess, Paula Williams, Kim Zupkoff, Roy Olnhausen and Jennifer Norris**
- **Citizens: Rick McCarthy, Karen Batterman, Joline Gentzen, and Julie Gentzen**

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

Scott Zalatoris moved and Bob Burke seconded a motion to approve the September 2019 Minutes of the Antioch Public Library District Board of Trustees Meeting as amended. 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 October 2019. On a roll call vote: Cinde DeBoer, aye; Ken Barnett, 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 \$2,449,649.59.



Agenda Change

James Santi moved and Bob Burke seconded the motion to move Rick McCarthy's presentation up on the agenda. All voted aye.

A. Architect Rick McCarthy

Rick has previously gone over with the board some elements of what libraries are about: social spaces, learning spaces, creating spaces and collection spaces and what that means for a renovation/expansion of APLD. He shared with us the results of the survey of the Board and management staff. The items were ranked in this order of importance: More small group rooms, teen area, better aesthetics, expanded children's services, maker creation space, social, reading and coffee space, willingness to reduce print collection.

The library can only expand horizontally. Michael Garrigan at the Village thinks that we should be able to build up to our east lot line, but he did not promise this. Rick recommends that the Board meet in another room, and that the current Board Room space become a quiet reading area. The circulation area will be much smaller. He recommends a fireplace near the social space, perhaps a two-sided one that can be part of both the social space and the quiet reading area. He recommends swapping fiction and nonfiction in the adult area. The stacks should be shorter and some will be on wheels for seasonal displays. In the expansion will be the teen area and the small business/high tech area. This will add approximately 3300 sq. ft. The computer space will be flexible with outlets. There will be two, possibly three, small group study rooms. The teen area can have a door so it can be closed off for noise. The area where the outside shed is now will be part of the addition, but the shed can be moved. In the children's area, the service desk will be mobile. The expansion in the children's area will be an activity space. On the lower level the addition is smaller, approximately 1000 sq. ft. This is because the architect is not sure how much square feet can be added before another fire escape is required, which would greatly increase the cost. He will be investigating this. In the lower level adult area, the current computer lab/workroom will become the maker/creative space. The rest of the workroom and the expansion will be office space and storage. This is because there is not a way to make them very visible to the public where they are. There will

be a light well into the staff space. The zones throughout the library will be a mix of cozy, edgy and “business casual.” There was some discussion of the management of the teen area—whether it would be open all the time, only after schools, when staffed...Cinde asked about expanding the server room, wondering if it was too small and prone to overheating. This will be investigated when staff space is looked at. Rick stressed several times that he has only thought about public space so far, as staff space requires more detailed knowledge of staff requirements. Rick will be coming in with an engineer next week to look at the mechanical systems.

Joline (citizen present) commented that the teen area should not be so secluded. Rick pointed out that due to the stairwell, visibility from one side is limited, however, the south side will be open with perhaps a service desk close by. Maybe we will flip the teen area and the business center? The area into the addition will be as open as it can be, but some columns will be needed to support the roof.

Next Steps: Pre-plan. We need to decide regarding funding. Studio GC can help with referenda, analyzing voting districts, running a campaign and most of these services will be included in their fee. If there needs to be an additional charge, we will be asked first. Rick anticipates that by Fall 2020 construction costs will be starting to come down. Right now, the library has a limited contract in place with Studio GC. It needs to be updated with the architect. Rick will be drafting the contract this week and Jennifer will bring it to the board. Rick distributed bound books outlining his preliminary thoughts on the project. However, the downstairs plan in the book is not correct.

V. President’s Comments

Tom Hausman thinks we should go ahead with the project, now that the feasibility phase is over. We have been in communication with the property owner at 735 Main Street, which we will discuss in detail in closed session. We have gotten some cooperation with the Village about this property.

VI. Notices and Communications

Dee Drew sent a thank you card for the flowers she received during her medical leave.

VII. Library Director's Report

A. Overview of Reports

September was **Library Card Sign-Up Month**. 137 new library cards were issued in September, which is up from 96 last year, a 143% increase. We gave out limited edition Toy Story library cards.

Becky Masik noticed that the youth directional transactions were way down from the same month in 2018. There was some discussion of this—Amy mentioned that there are lots of new staff in children's and that directional transactions are so short they sometimes get missed by staff tallies.

The In-service will be this Friday, November 1 and we will be closed. The staff will be touring the Lake Villa District Library. If the Board would like a tour, Rick will be there to give a tour at 10 a.m. Tom will speak to the staff at 8 a.m.

B. Village of Antioch Meetings

There were some productive meetings with the Village in the past month. One was regarding the property next door and one was regarding the proposed electronic sign. The electronic sign meeting included Jennifer, Scott, Becky and Dana. Mike Garrigan requested that we do the variance paperwork now, and we will have 2 years to complete the project. Jennifer is working on that now. Part of this includes sending certified letters to all our neighbors. The variance will be discussed by the Planning and Zoning board on November 14, and by the Village Board as a whole on December 9.

The other discussion with the village was about the property next door at 735 Main Street. This property figures in the Village's comprehensive plan to make Poplar run straight through up to the pool. More was discussed about this property in the closed session.

C. Personnel Changes

None. There are interviews this week for the Processing & Repairs Assistant and the Circulation Assistant.

VIII. Public Comment

A. Board Corner

James Santi-James mentioned that when Board members turn in their evaluations of Jennifer they should let Tom know so he knows if he is missing any.

Bob Burke-none

Scott Zalatoris-Scott thought the Village Board meeting was very positive and it is important to have a positive relationship between the Village and the Library. An example he gave for the Library to support the village is to educate the community on cannabis use, as this is a much-discussed topic right now.

Cinde DeBoer-none

Ken Barnett-This is Ken's last meeting on the Board as he is moving to Lake Villa before November's meeting. He has enjoyed being on the Board and is sad to be leaving. He thinks we should move forward with the renovation/expansion.

Becky Masik- none

B. Citizen's Comments

None

C. Staff Comments

Jennifer commented that we have many irons in the fire right now.

D. Friends Report

The Friends made \$2,300 at their fall book sale, which is significantly more than they made in 2018. They also donated \$5,300 to the Library for e-books, Meeperbots for children's programming and iPads for circulation. Cinde would like to note her dissatisfaction with the architect's preliminary plan to reduce the size of their room.

IX. Unfinished Business

A. Architect Rick McCarthy—moved to earlier in the meeting.

B. Renovation and Expansion Committee

Ken Barnett moved and Becky Masik seconded a motion that we disband the Facilities Feasibility Committee and replace it with the Renovation and Expansion Committee. All wanted to go forward with changing the committee. Becky would like to chair it and Bob Burke, Scott Zalatoris and Tom Hausman (ex officio) will be members. The first meeting will take place on Friday, November 22 at 1 p.m.

Cinde DeBoer moved and James Santi seconded a motion that the Board go forward with the next steps for a building project. On roll call vote: James Santi, aye; Bob Burk, aye; Scott Zalatoris, aye; Cinde DeBoer, aye; Becky Masik, aye; Ken Barnett, aye; and Thomas Hausman, aye. Accordingly, we will be hiring Rick McCarthy of Studio GC and Jennifer will get his contract to the Board to be signed.

C. Intergovernmental Agreements with Districts 34 and 117

Jennifer gave an update on these. She, Becky and Jane met with District 34 administrators today and found out that they did not know what the IGA with Lake Villa Public Library contained and what they had signed on for. Cinde questioned the fact that teachers' fines would be waived, especially seeing as they can check out 75 items at a time. It was mentioned that currently there is no limit for other users on book checkouts. We are trying to mirror Lake Villa as much as possible, especially as concerns District 117. We can amend the agreement after it has been signed and can terminate it for cause. The discussions are ongoing.

X. New Business

A. PER 16: Sexual Harassment/Non-Discrimination Policy

James moved to approve and adopt a Sexual Harrassment/Non-Discrimination Policy, which will supersede the last version of the Sexual

Harrassment/Non-Discrimination Policy established in the Library District's Personnel Policy Manual, which was previously approved by this Board of Library Trustees. Bob seconded, all voted aye.

B. PER 18: Vacation Leave effective Jan 1, 2020

Scott moved to approve and adopt a Vacation Leave Policy, to go into effect January 1, 2020, which will supersede the last version of the Vacation Leave Policy established in the Library District's Personnel Policy Manual, which was previously approved by this Board of Library Trustees. James seconded. All voted aye. Scott was the committee chair and he thinks these changes address the competitive disadvantages and make us more in line with peer libraries. It pushes up accrual dates brackets, so employees will receive more days earlier in tenure to help with retention and it clarifies that carryover will not exceed 1.5 years of vacation. The employee groupings are Director/Managers, Full-Time, and Part-Time. We will be monitoring the costs of this policy as it is implemented. Jennifer estimated the cost would be less than \$5,000 per year. This is based on if every employee taking vacation had to get a sub to cover his or her hours, which does not happen.

C. SER 26 Security Camera

James moved to approve and adopt a Security Camera Policy. Scott seconded. All voted aye. This is a new policy. Scott questioned whether the policy should mention that the access to video is subject to FOIA. Our lawyer had said you do not need to quote the text of the law in the policy.

D. Appendix K: Loan Periods & Service Fees

James moved to approve and Bob seconded. Becky questioned that some limits specified Antioch cardholders, some Adult cardholders. Some limits (like CDs & DVDs) are on any card. Some items (the telescope) are just Antioch cardholders and some (Netbooks) are Adult cardholders. There is a formatting issue that it looks like the fines for an item are \$20 per day. The \$20 refers to the collection agency fee. All voted aye.

E. Levy Ordinance 19-5

James moved to adopt the Levy Ordinance 19-5. Scott seconded. On roll call vote: Ken Barnett: aye, James Santi: aye, Bob Burke: aye, Scott Zalatoris: aye, Cinde DeBoer: aye, Becky Masik: aye, Thomas Hausman: aye.

F. Certification of Compliance with the Truth in Taxation Act

James Santi moved to certify our compliance with the Truth in Taxation Act. Scott seconded. On Roll Call vote: Bob Burke: aye, Scott Zalatoris: aye, Cinde DeBoer: aye, Becky Masik: aye, Ken Barnett: aye, James Santi: aye, Thomas Hausman: aye.

G. Abatement Ordinance 19-6

Scott Zalatoris moved to adopt the Abatement Ordinance 19-6. James seconded. On Roll call vote: Ken Barnett: aye, James Santi: aye, Bob Burke: aye, Scott Zalatoris: aye, Cinde DeBoer: aye, Becky Masik: aye, Thomas Hausman: aye.

XI. Closed Session if Necessary

A. SER 14 & 15: Duties and Responsibilities of the Library Board and Director

James Santi moved to postpone discussion of SER 14 & 15 until November meeting. Scott seconded and all voted aye.

B. Scott moved to go into closed session to discuss whether the public body should purchase a particular parcel at 9:07p.m. All voted aye.

Closed Session Ended 9:24p.m.

We are waiting on further information into a possible acquisition of land at 735 Main Street.

XII. Adjournment

Ken Barnett moved and James Santi seconded the motion to adjourn at 9:26 p.m. All voted aye.

A handwritten signature in cursive script, appearing to read "Cinde L. DeBoer", written over a horizontal line.

Cinde DeBoer, Secretary

