



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, January 28, 2020 at 7:00 p.m. in the Phyllis Ann Kakacek Board Room at the library.

Present:

- **Library Board Members: James Santi, Bob Burke, Scott Zalatoris, Peter Mazzetta, Becky Masik and Thomas Hausman**
- **Absent Board Members: Cinde DeBoer**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, Becky Jacobson, Sam Langford, and Nikki Cogswell**
- **Citizens: Karen Batterman**

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

Scott Zalatoris moved and Peter Mazzetta seconded a motion to approve the December 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 December 9, 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 James Santi seconded a motion to approve the bills and payroll for the month of January 2020. On a roll call vote: 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 \$1,741,859.57. Scott reported there has been difficulty with the payroll software and thanked Kathy Deaner for her diligence in resolving the issues. The Board was curious as to the difficulties. Kathy explained the software company, CheckMark, had issues with the Federal tax calculations with their 2020 version and she had to manually correct staff's federal taxes for the past two pay periods.

V. President's Comments

Tom Hausman said he was approached by a member of the Rotary Club and was asked if the library would consider collecting crayons to send to Puerto Rico. Jennifer Drinka and Becky Jacobson stated the library receives many requests for donations every year and in the past accepted three donation drives a year. There was discussion on past donation drives at the library. Scott Zalatoris asked if there has been other drives requested yet for this year. Jennifer Drinka mentioned the Spring in-service committee would like to have a donation drive for a sexual abuse center in Gurnee, Zacharias Center. There currently is no set policy for library donation drives. Scott Zalatoris suggested on February 10 the Policy Committee meets and can address this topic as well with SER 13, 14 and 15. Jennifer Drinka said the Management Team would discuss this, as the committee meeting was only for SER 13, 14 & 15. Jennifer Drinka is fine with the donation drive for the Rotary Club since the Rotary Club supports the library with annual donations. Becky Jacobson, Head of Marketing and Communication, will call Tom Hausman for additional specifics. Tom Hausman said he was pleased to witness the service and patience of Circulation Assistant, Carla Roinas, with a patron at the Circulation desk. Tom also apologized to Bob Burke if he appeared too harsh at the last Board meeting and that it could not have been discussed during closed session.

VI. Notices and Communications

A. 2020 Legal Calendar

Jennifer Drinka stated the Board has in their Board packet the 2020 Calendars showing the Appropriation and Levy Timetable and Board Actions and Library Official Timelines for Required Actions or Filings

for Library Districts from our lawyers. Included in the timeline is Referendum deadlines. Becky Masik said she received an email from Lake County for filing the Statement of Economic Interests and asked if this needs to be filed every year. Jennifer Drinka responded yes. Jennifer will check to see when Peter Mazzetta will be getting his.

B. *The Dog's Ear* staff e-newsletter

Included in the Board packet was *the Dog's Ear* staff e-newsletter created by our Technical Services department.

Tom Hausman read a note from the American Library Association asking members to share their experiences with challenges to library materials and services that occurred in 2019 on their website.

Tom read a thank you letter from the Antioch Township Democrats for use of the meeting room at the library and helpful staff with a special thanks to Becky Jacobson.

VII. Librarian's Report

A. Overview of Reports

1. Nikki Cogswell, Head of Children's Services introduction

Jennifer Drinka introduced Nikki Cogswell as the new Head of Children's Services. Jennifer said Nikki started this month and has been called a 'ray of sunshine' by the Children's staff. Nikki gave a brief description of herself and background. Tom Hausman welcomed Nikki and the Board each introduced themselves. Nikki left the meeting at 7:30 p.m. Jennifer stated the PICLs (Person In Charge of the Library) are going smoothly. James Santi asked if one person was in charge of the library in the evening. Jennifer responded there usually are two people 'technically' in charge, but others working/available as well. Jennifer reported Circulation was down 9% and door counts down 20%, according to the new door counter. In order to accurately compare door counts, we will need at least a year of statistics. Jennifer reminded the Board she will be at PLA February 25 – 29 in Nashville. Amy Blue will lead the February Board meeting. Jennifer stated the Antioch Fire Department has donated mannequins to the library for

CPR training and Safe sitter classes. Jennifer Drinka and Amy Blue attended interviews for the new Superintendent. Jennifer announced library staff were invited and attended the groundbreaking ceremony for a new restaurant in town, Rivalry Ale House. February 17, Jennifer and Tom Hausman will be attending a Library Legislative Breakfast in Buffalo Grove. Jennifer shared a fun stat she read in an article. More people went to a library than movie in 2019.

B. Personnel Changes

None

VIII. Public Comment

A. Board Corner

James Santi-none

Bob Burke-Based on recommendations he heard, Bob suggests looking towards fines free.

Scott Zalatoris-none

Cinde DeBoer-Absent

Peter Mazzetta-none

Becky Masik- none

B. Citizen's Comments

Karen Batterman said she was interested in hearing the expansion conversation and comments.

C. Staff Comments

None.

D. Friends Report

Amy Blue reported Friends donated \$4,000 for the Summer Reading Program.

IX. Unfinished Business

A. Architectural Contract with Studio GC (motion to authorize Board President to sign the contract on behalf of the Library District)

Becky Masik moved and Scott Zalatoris seconded a motion to authorize Board President, Thomas Hausman, to sign the architectural contract with Studio GC. James Santi asked if the contract is estimated to be \$9 million. Becky Masik responded yes. Scott Zalatoris reported the Renovation & Expansion Committee met and had a long discussion about the contract. They discussed the services to be provided, costs involved and what the architect would do up until the point when we go to referendum. One of Scott's initial concerns was what we would owe the architect if the referendum does not pass. After speaking with the architect, he is satisfied the services they would provide are appropriate for what we are agreeing to and this would be at the end of our bond payment and we would have a comfortable enough cushion to pay fees if the referendum fails which was another concern. Scott is comfortable after the committee meeting approving the recommendation. The project would expand over multiple fiscal years. Jennifer stated we would owe \$200K for the study leading up to the referendum. Jennifer is waiting for the architect to get back to her to confirm if they will split the initial \$200K between two fiscal years even though the work will be done this fiscal year. If not, Jennifer stated we appropriated \$75K in this line this fiscal year and have spent \$13K leaving us approximately \$62K left this year. Speaking with our lawyers, we are allowed by law to move money from one fund code to another as long as it is within the Corporate Fund. We have enough money appropriated and can do so by Ordinance. We have at least \$400K cushion in our Operating account. Becky Masik highlighted to the Board the first phase will cost \$200K which is the amount we are risking if referendum fails, however,

that is the money we would have to spend if we ever want to renovate or go with a different architect. Becky said they asked the architect what happens if we do not pass referendum; are we out the money. No. There may be some minor additional costs for possible redesign. Tom reminded the Board, Studio GC would be helping with the referendum with grass root committees going in to the community. It is to their benefit the referendum passes. James Santi asked if Board members have to be active participants in the referendum. Tom Hausman and Becky Masik responded no. The Board members should not be out canvassing. It should be people of the community, a grass root committee, to get the vote. Tom stated it is the job of the Renovation & Expansion Committee to identify the groups needed to help get the vote. Peter Mazzetta asked if on page 24 of the contract they could provide estimated dates instead of phrases to better prepare when fees are due. Peter also asked when the estimated amounts due, which is based on the total \$9 million, would be changed to more specific amounts. Becky referred Peter to a schematic from last month's Board packet and said the architect would be billing monthly. Becky said we would have a more specific dollar amount for the referendum, which we need from the architect by the end of May. Peter asked if the allocated contingency money is not spent, who gets that money. Becky Masik said if the architect does not use the contingency money, we would get it back. Jennifer Drinka said she would ask the architect specifically to be clear. Tom asked the citizen present if she had any comments. She did not. She hoped some of this information would be on the website. Tom said it would be as we move along. Becky Jacobson said there would be a separate page on our new website with updates as we move along. The new website should launch in the next month or so. Tom mentioned there will also be a calculator on the website for the public to determine what their taxes would be if they agree to referendum. Citizen, Karen Batterman asked how Lake Villa Library was able to afford their building. Tom Hausman and Jennifer Drinka said they had set aside approximately one million dollars a year. Tom Hausman asked for a roll call vote for the motion. James Santi, aye; Bob Burke, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; Becky Masik, aye; and Tom Hausman, aye.

B. Schedule next Renovation and Expansion Committee

Becky Masik said she is waiting to hear from the architect on dates he is available. Jennifer Drinka reported the architect came out on Friday and spoke to supervisors regarding the renovation and their needs for workspaces. The next Renovation & Expansion Committee is scheduled for February 20, 2020 at 7 p.m.

C. Farewell Gift to Ken Barnett

Tom Hausman invited Ken Barnett to attend the Board meeting but Ken was unable to attend. The library purchased an inscribed bronze leaf in Ken's honor along with a photo frame of the leaf, for his service on the Antioch Public Library District's Board of Trustees for the Wall of Honor tree in the entranceway of the library.

D. Fines Free Summer

Tom asked Jennifer if she had a proposal for fines free. Jennifer said Kim Zupkoff, Head of Circulation, proposes a one-time fines free amnesty for anyone who signs up for the Summer Reading Program. Registration is from May 30 – July 31. Even though we would like to go fines free for the summer, the library would lose between \$4K and \$5K. This would be a waiver of late fees, not collection fees or lost items. Scott Zalatoris asked if it would be appropriate to talk about going fines free again during the finance/budget committee to see if we can afford it. Tom said at this point, we are simply looking at a pilot program to see how it works. Jennifer added we would be forgiving many fines she knows would never be collected. James Santi and Becky Masik were asking for more specifics on how it would work. Amy Blue said we would be working out the logistics later if approved. Jennifer said her main purpose of the program is to encourage patrons to sign up for the Summer Reading Program. Becky Jacobson said she would promote the program in the newsletter. Tom Hausman said if there is a consensus, he would like a motion. James Santi moved and Bob Burke seconded the motion to move ahead with a fines free summer contingent with the Summer Reading Program registration. On a roll call vote: Bob Burke, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; Becky Masik, aye; James Santi, aye; and Thomas Hausman, aye.

X. New Business

A. Resolution for the Selection of Library Materials and the Use of Library Materials and Facilities 20-1

Scott Zalatoris moved and James Santi seconded a motion to adopt Resolution for the Selection of Library Materials and the Use of Library Materials and Facilities 20-1. Scott had a question regarding SER 3, the privacy issue for yearbooks. Amy Blue stated the elementary schools had privacy issues and the only way around it was to state we only wanted the books for historical reasons. Scott questioned whether it was legal to procure an item and not allow the public to view it. He is not comfortable doing so without our lawyer's consent. Jennifer said she can remove that sentence from the Resolution and ask our lawyer. Scott Zalatoris moved and James Santi seconded the motion to amend Resolution for the Selection of Library Materials and the Use of Library Materials and Facilities 20-1 to strike sentence in section: F.1.D.

***"Elementary school yearbooks are kept away for the public for eighteen years from publication for privacy issues."* All voted aye. On a roll call vote for the motion to adopt Resolution for the Selection of Library Materials and the Use of Library Materials and Facilities 20-1: Peter Mazzetta, aye; Becky Masik, aye; James Santi, aye; Bob Burke, aye; Scott Zalatoris, aye; and Thomas Hausman, aye.**

B. Resolution to Make Certain Closed Session Meeting Minutes Available for Public Inspection 20-2

James Santi moved and Bob Burke seconded a motion for a Resolution to Make Certain Closed Session Meeting Minutes Available for Public Inspection 20-2. On a roll call vote: Bob Burke, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; Becky Masik, aye; James Santi, aye; and Thomas Hausman, aye.

C. Resolution to destroy old closed session audio recordings 20-3

James Santi moved and Peter Mazzetta seconded a motion for a Resolution to destroy old closed session audio recordings 20-3. Becky Masik asked for a clarification between Resolution 20-2 and 20-3. On a roll call vote: Bob Burke, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; Becky Masik, aye; James Santi, aye; and Thomas Hausman, aye.

D. Spring In-Service Day closure, Friday, May 8, 9am – 1pm (half-day)

Jennifer Drinka explained the library's Spring in-service would be for a half day versus a full day. Most staff are part time. James Santi moved and Bob Burke seconded a motion to close the library May 8, 9am – 1pm for Spring in-service. All voted aye.

XI. Closed Session if Necessary

No closed session.

XII. Adjournment

James Santi moved and Peter Mazzetta seconded the motion to adjourn at 8:50 p.m. All voted aye.



Becky Masik, Secretary Pro-tem

