



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, April 28, 2020 at 7:04 p.m. virtually through video conferencing platform Zoom.

Present:

- **Library Board Members: James Santi, Bob Burke, Scott Zalatoris, Peter Mazzetta, Becky Masik(arrived 7:27pm) and Thomas Hausman**
- **Absent Board Members: Cinde DeBoer**
- **Library Staff Members: Jennifer Drinka, Amy Blue, Kathy Deaner, Becky Jacobson, Paula Williams and Jeanne Thomas**

Thomas Hausman, with the absence of Secretary Cinde DeBoer, appointed James Santi Secretary Pro-tem until Becky Masik arrived @7:27pm.

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

James Santi moved and Peter Mazzetta seconded a motion to approve the March 2020 Minutes of the Antioch Public Library District Board of Trustees Meeting. Due to the virtual setting, Thomas Hausman asked for a roll call vote: Bob Burke, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; James Santi, aye; and Thomas Hausman, aye.

Bob Burke moved and James Santi seconded a motion to approve the March 10, 2020 Fines Free with Exceptions Committee Minutes of the Antioch Public Library District Meeting. Due to the virtual setting, Thomas Hausman asked for a roll call vote: Scott Zalatoris, aye; Peter Mazzetta, aye; James Santi, aye; Bob Burke, aye; and Thomas Hausman, aye.

Scott Zalatoris moved and Peter Mazzetta seconded a motion to approve the March 25, 2020 Renovation & Expansion Committee Minutes of the Antioch Public Library District Meeting. Due to the virtual setting, Thomas Hausman



asked for a roll call vote: Peter Mazzetta, aye; James Santi, aye; Bob Burke, aye; Scott Zalatoris, aye; and Thomas Hausman, aye.

III. Approval of Bills and Payroll

Peter Mazzetta moved and James Santi seconded a motion to approve the bills and payroll for the month of April 2020. Thomas Hausman asked each Trustee individually for any comments. There was none. Thomas asked if all the checks have been signed. Jennifer Drinka responded they have. On a roll call vote: James Santi, aye; Bob Burke, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; and Thomas Hausman, aye.

IV. Treasurer's Report

Scott Zalatoris reported we have \$1,128,453.23 million in all bank accounts as of close of business today. Tom Hausman asked if we have received the last payment of the taxes yet. Jennifer Drinka and Scott responded no. Scott thanked Kathy Deaner for having the bills prepared and ready for him to sign on Monday morning and for Jennifer signing as well. Scott stated the check for Studio GC represents 50% owed to them of the first phase of the contract for services rendered.

V. President's Comments

Tom Hausman said it has been a busy month. Tom Hausman thanked everyone who has been on committees and the I.T. staff for making it possible. Tom asked if everyone was doing okay. He congratulated everyone for the work which done this month. Tom sent condolences to Cinde DeBoer on behalf of the Board for the loss of her daughter.

VI. Notices and Communications

A. Bob Burke's resignation letter

Thomas Hausman presented to the Board Bob Burke's resignation letter and asked Bob to read it aloud. James Santi moved and Peter Mazzetta seconded the motion to reluctantly accept Bob Burke's letter of resignation. Tom said he appreciates all of Bob's help with the Board and appreciated his service. On a roll call vote: Scott Zalatoris, aye;

Peter Mazzetta, aye; James Santi, aye; Bob Burke aye; and Thomas Hausman, aye.

B. 2019 Tax Extension

Jennifer Drinka stated the 2019 Tax Extension is included in the Board Packet. This represents what money should be received from property taxes. There is a \$55K increase from last year. Jennifer said Lake County is looking good.

C. Antioch Woman's Club 100th Anniversary Invitation

Jennifer Drinka reported the Antioch Woman's Club 100th Anniversary has been postponed until October 14. There will be more to report at next month's Board meeting.

VII. Librarian's Report

A. Overview of Reports

Jennifer Drinka reported stats are different this month. We were closed half of March and the statistics reflect that. However, downloads are up 18%. The social media statistics have been off the charts again. We have received great comments from patrons for all we are doing. The Library is still open even though our doors are not. About the Summer Reading Program (SRP), we have canceled all physical programs until the end of summer and moved to virtual programming. With that for SRP instead of regular rewards we usually do, we would like to give people an opportunity, an incentive, to have the library donate to the Open Arms Mission. Jennifer continued, we receive half of our funding for SRP from Friends. Therefore, the money would be coming from the Friends group, not the taxpayers. This is a way to give back to the community in this time of need. The other half of our SRP budget we would purchase gift cards from local businesses. Amy Blue stated the plan would be to have a regular SRP and give gift cards and some physical gifts we already have purchased. In addition to the regular SRP, we would have a 'One Antioch Reading Challenge' tied in to the Village's One Antioch signage around town. If a reading challenge is met, a certain amount of money would go to the Open Arms Mission. Tom

Hausman asked if the Friends were aware of this and do they approve. Amy said she plans to meet with them next week and is confident they will. Tom asked the Board for a consensus to put this program in effect. The Board concurred with the program. Scott Zalatoris said he supports the creativity as long as the money comes from Friends money, not the taxpayers.

Becky Masik joined the meeting at 7:27pm.

B. COVID-19 Closure & Reopening Plans

Jennifer Drinka said this is a very complicated topic. This is our plan for right now. The governor has extended the stay at home order until May 31 with no guidance for libraries. The state of Wisconsin is at a stay at home order until late May with some guidance for libraries. They can do curbside pickup but no returns. Jennifer continued, most libraries are not doing curbside pickup until June 1. We have been doing many activities and still are very essential to the community. Jennifer said the Board is the governing body and this is up to you. There is no order from the governor, no opinion from RAILS or their attorney. Retail can do curbside pickup but that is to start up the economy. We are not retail, we do not operate based on sales. We give items out and take things in. Retail does not. ALA is currently trying to determine how long the virus would last on library materials. Jennifer said her recommendation is that until the stay at home order is lifted, we do not open our doors until June 1. Other libraries are doing the same. Our plan is to have half the staff come in one week and the next week the other half come in. Tom asked the Board for their reaction to Jennifer's recommendation.

- Peter - Disheartening, but better safe than sorry. Valid point.**
- James – Likes the idea of having half the staff come in one week at a time.**
- Bob – Very thorough report.**
- Scott – Supports the recommendation.**
- Becky – Was hoping for curbside pickup, because of Wisconsin but will support Jennifer's recommendation and the Board.**

- **Tom – Will go along with the Director. Also would have liked to have curbside pickup personally. Leave the decision to Jennifer.**

C. Personnel Changes

There were none to report.

VIII. Public Comment

A. Board Corner

There were no comments from the Board at this meeting.

B. Citizen's Comments

There were no citizens' comments.

C. Staff Comments

Jeanne Thomas asked Jennifer if Wisconsin does okay with doing curbside pickup, could we change before the next Board meeting. Jennifer responded, it is possible, but hard to say. Amy Blue said we are working even though the Library is closed; and gave a special shout out to I.T. and Marketing. Paula Williams thanked Jennifer, all the team members, and the Board for their support. She is ready to get back to the Library but not too soon. Thomas Hausman once again thanked everyone for all of their work.

D. Friends Report

Amy Blue reported the Friends group would meet next week.

IX. Unfinished Business

A. Fines Free with Exceptions Committee

Bob Burke stated the committee met and would like a \$20 cap on materials. Bob moved that the library implement a \$20 cap on fines

effective for the 2020/21 fiscal year, assuming books are returned. James Santi seconded the motion. Tom Hausman asked Bob why the Board should consider this motion. Bob stated he is neutral in this and does not know much about the overdue policy but Becky, Cinde, and Kim (Zupkoff) know a lot and they were unified and wanted to present this to the Board. Tom asked the Board members their thoughts.

- James Santi said \$20 is reasonable. James asked if the SRP would be amended. Jennifer said the Board already moved to do fine forgiveness for the summer.
- Peter Mazzetta asked if there were any statistics on the numbers. Bob said good question, he did not have any and asked Jennifer what she may know. Jennifer did not have any specific numbers but said that Kim Zupkoff thought it was a good idea. Jennifer did say doing this would have to change other policies. Jennifer stated the current policy. Amy Blue inquired whether this was strictly new fines or past accrued fines as well. Tom said his understanding it was new fines as of July 1, 2020. Jennifer reminded the Board we were already going to forgive fines as part of the SRP and asked if we were then changing that. Peter said it would be nice to know the dollar amount of fines collected.
- Scott Zalatoris said he agrees with Peter. Without numbers detail we cannot determine the impact. Scott is not against the concept, but he is concerned with the timing. This would require policy changes, changing SRP procedures while working on the pandemic reopening and working on the budget. The workload is too much for everyone right now.
- Becky does not know what the financial impact would be. This is not forgiving old fines, only capping news fines at \$20. The committee questioned how much of fines over \$20 would be collected anyway and if the patron showed good faith in returning materials we did not want to prevent them from returning to the Library because of fines. Becky does agree with Scott regarding the timing and workload but would like to see it done at some point.

- Tom said 1) it can be approved tonight and rescinded later, 2) it could be postponed until the May meeting or 3) reject the motion and look at it later when working on the new budget.

On a roll call vote: James Santi, aye; Peter Mazzetta, nay wait until budget; Bob Burke, aye; Scott Zalatoris, nay; Becky Masik, aye; and Tom Hausman, nay wait until budget. Motion failed due to lack of majority.

B. Fines Free through June 2020

Tom asked if anyone needs to discuss this. Bob Burke said he would like to discuss going fines free. Bob asked to move to go fines free for the 2021-22 year. Tom said he could only motion for the upcoming fiscal year 2020-21 fiscal year. Bob said okay he would like to make that motion. James Santi second the motion. There was a brief discussion since this was covered in a previous agenda item. Bob Burke stated he made a mistake and wanted to move for the 2021 – 22 fiscal year. Tom said that is not the motion on the table. On a roll call vote: James Santi, nay; Peter Mazzetta, nay; Bob Burke, aye; Scott Zalatoris, nay; Becky Masik, nay; and Thomas Hausman, nay. Motion fails.

C. Renovation & Expansion Committee

Becky Masik said they had a great meeting with the architects joining them in the beginning of the meeting. They are moving forward to put plans together to present to the community. Most of the meeting time was spent developing talking points. They had a long thoughtful discussion in light of what is going on with the economy if we should move forward asking for money by increasing taxes. We should focus on more services for kids/teens and families and enhanced services for small businesses. A community gathering place. We want to make it clear we are talking about the future and are waiting on how things develop with the timing. Scott agreed the committee had a thoughtful discussion. We want to inform the community what we want to offer and let them decide. Tom Hausman asked Jennifer Drinka to explain the talking points which were developed.

- **An expanded destination for children and teens to explore and engage.**
- **A welcoming experience with comfortable spaces, a fireplace and coffee bar for reading and gathering**
- **An inspiring environment for collaborative work, small group meetings and businesses.**

The next Renovation & Expansion Committee will meet on Tuesday, May 12 @6pm.

D. Closed Session: Personnel salaries and benefits

The Board went into closed session at 8:30pm and resumed regular session at 9:18pm.

E. Personnel Committee Report and Salary/Benefits proposal

Scott Zalatoris moved and Becky Masik seconded the motion to accept the Personnel Committee's salary package. Scott stated the package includes:

- **10% increase hourly rate for part time staff**
- **3% increase for salary staff**
- **Full time staff will change from a 40 hour week to a 37.5 hour work week.**
- **20% increase for Head of I.T.**
- **10% increase, title change, and pay grade for Head of Teen Services**
- **Increase in vacation time for IMRF part time staff**
- **Increase hours of Marketing & Communications Associate from 20 to 28 hours per week.**

On a roll call vote: Peter Mazzetta, aye; Becky Masik, aye; James Santi, aye; Bob Burke, aye; Scott Zalatoris, aye; and Thomas Hausman, aye. Jennifer Drinka thanked the Board for being supportive of staff.

F. Thank Outgoing Board Member and address Trustee Vacancy

Thomas Hausman thanked Bob Burke for the past 11 months of service and wished him all the best. Bob Burke thanked the Board and left the meeting at 9:24pm. Thomas said he discussed with Jennifer Drinka with the election less than a year away they would prefer not to fill the trustee vacancy at this time.

X. New Business

A. Emergency Preparedness Plan: Pandemic Response Procedures

Jennifer Drinka stated in the Board's packet is a revised copy of the plan for reopening. Changes are highlighted. The plan is a work in process and similar to other libraries. Peter Mazzetta moved and James Santi seconded a motion to accept the *Emergency Preparedness Plan: Pandemic Response Procedures*. Due to the virtual setting, Thomas Hausman asked for a roll call vote: Becky Masik, aye; James Santi, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; and Thomas Hausman, aye.

B. Appoint Budget Committee & set meeting date

Thomas Hausman asked for volunteers to be on the Budget Committee. Jennifer Drinka explained the duties of the Budget Committee. The Budget Committee will consist of Peter Mazzetta, Scott Zalatoris and Becky Masik. Peter Mazzetta will Chair the Committee. Jennifer Drinka will contact Cinde DeBoer to see if she wishes to be on the Committee and if so, she will replace Becky Masik. The Committee will meet, via Zoom, on Tuesday May 19 @ 6pm.

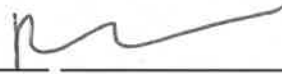
XI. Closed Session if Necessary

No closed session.

XII. Adjournment

Thomas Hausman asked each Trustee if there was any other business to discuss. None.

Peter Mazzetta moved and James Santi seconded the motion to adjourn at 9:45 p.m. All voted aye.



Becky Masik, Secretary Pro-tem