



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, February 25, 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, Cinde DeBoer, Peter Mazzetta, Becky Masik and Thomas Hausman**
- **Library Staff Members: Amy Blue, Kathy Deaner, Becky Jacobson, Sam Langford, and Janice Stern**
- **Citizens: Angeline Zalatoris and Karen Batterman**

Thomas Hausman moved to move Personnel Changes to the beginning of the meeting. Thomas Hausman, on behalf of the Board, thanked Janice Stern for five years of outstanding service and presented Janice with a check for \$50 and a certificate for outstanding service. Everyone applauded. Janice left the meeting at 7:03 p.m.

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

Scott Zalatoris moved and Peter Mazzetta seconded a motion to approve the January 2020 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 January 8, 2020 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 February 2020. 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 reported we have approximately \$1.7 million in all bank accounts. Scott Zalatoris highlighted we paid our first bill to Studio GC for \$6900. Cinde DeBoer asked if that is taken from the \$200,000 we are contracted to pay them. Becky Masik responded yes.

V. President's Comments

Tom Hausman reported to the Board he and Jennifer Drinka attended a Legislative Breakfast. Tom said he and Jennifer would report more on the breakfast next month when Jennifer returns. Tom apologized to Bob Burke for asking him to leave a policy meeting earlier in the month, which he invited him to. Tom said Bob along with any Board member or anyone from the public is welcome to attend any public committee or Board meetings. Tom said he was remiss in not informing Jennifer Drinka Bob would be attending. To avoid undo tension at the committee meeting, Jennifer Drinka said she would leave if Bob were there. Tom told the Board members that no one should attempt to have one-on-one discussions/meetings with the Library Director outside of the regular Board or committee meetings as this costs the district money and takes her away from the tasks for which she is paid.

VI. Notices and Communications

There were no notices and communications.

VII. Librarian's Report

A. Overview of Reports

Amy Blue gave an overview of reports for Jennifer Drinka in her absence and highlighted the following:

- Amy distributed the library's plan for a 'fines free summer'.**
- Discussed the first month of social media statistics and comments that were distributed in the Board packet.**

- A slight uptick in Reference questions asked for the first time in a long time.
- Meeting room usage has greatly increased from last fiscal year; usage up 80% and number of people up 127%.
- Study room usage has also increased; usage up 4% and people up 9%.
- The new website and LibCal Event and Room reservation software debuted to the public this month. Jennifer asked to emphasize this entailed a lot of hard work from staff for many months.
- Our lawyer advised we could not withhold yearbooks obtained by the Library from the public. Amy will follow up with the elementary schools to let them know what we were advised by our attorney.
- Chicagoland Paving sent an invoice to us via Gewalt Hamilton for parking lot work done beyond our contractual period. We are currently disputing the invoice.

B. Personnel Changes

This was changed to the beginning of the meeting.

VIII. Public Comment

A. Board Corner

James Santi-Distributed to the Board an article he read regarding chaos at the Waukegan Public Library.

Bob Burke-Bob moved to have a committee formed to investigate the possibility of the Library going fines free. Scott Zalatoris asked if this would be separate from the summer fines free pilot program. Bob responded yes. Scott Zalatoris referred to policy and said this is a Board decision since it has to do with finance. There was much Board discussion on the topic. Becky Masik thought now was not the time to make changes. Tom Hausman reminded the Board, forming a committee does not dictate change. Amy Blue suggested a staff member

should be on such a committee. Peter Mazzetta recommended waiting until after the summer pilot program to go over the data collected. Tom Hausman emphasized this was the Board President's responsibility to appoint committees and asked for volunteers. Becky Masik also suggested waiting until Jennifer Drinka is back to discuss further. All voted to form a committee except for Becky Masik and Tom Hausman who abstained. Cinde DeBoer, Becky Masik and Bob Burke volunteered to be on the committee. Tom Hausman asked Bob Burke to Chair the committee. The first meeting will be on Tuesday, March 10 at 1pm in the Board Room. Kathy Deaner will post the meeting in the newspaper and in the Library while Amy Blue will reserve the Board Room.

Scott Zalatoris-none

Cinde DeBoer-Cinde thanked Becky Masik for reviewing the previous month's Minutes in her absence.

Peter Mazzetta-none

Becky Masik- none

B. Citizen's Comments

Angeline Zalatoris said she is interested in seeing the data collected from the Fines Free Committee. Karen Batterman said she was glad the Library has formed a committee to investigate going fines free instead of simply deciding not to do it.

C. Staff Comments

None.

D. Friends Report

None.

IX. Unfinished Business

A. Renovation & Expansion Committee Report & schedule next meeting

Becky Masik reported the Renovation & Expansion Committee met with the architect earlier in the month. The first phase of the project should go through the beginning of August. Studio GC will help with the referendum. Between May and August is when we concentrate on public outreach. Our three main talking points should be decided next month. It has been confirmed with the architect payments can be made from this and next fiscal year. The next phase of the project will entail construction documents and blue prints with the builder. The architect found out we can expand the basement 1000 feet more. This would mean additional bathrooms and possibly an additional staircase. The architects need to meet with the Village for explicit details. Becky said there was additional discussion regarding the handicap entrance. The architects realize our entrance is relatively new. One option is to make an alcove 24 foot wide, utilizing our current entrance, or make a new handicap entrance, but we may lose parking spots. Discussion is ongoing regarding the handicap entrance. The next Renovation & Expansion Committee meeting is scheduled for March 24 at 7p.m.

B. Policy Committee Report

A copy of the Policy Committee's report is included in the Board Packet.

C. SER13: Board of Trustees and Library Director Relationship

Scott Zalatoris moved and James Santi seconded the motion to approve SER13: Board of Trustees and Library Director Relationship. All voted aye.

D. SER14: Duties and Responsibilities of the Library Board of Trustees

Scott Zalatoris moved and James Santi seconded the motion to approve SER14: Duties and Responsibilities of the Library Board of Trustees.

All voted aye.

E. SER15: Duties and Responsibilities of the Library Director

Bob Burke moved and Peter Mazzetta seconded the motion to approve SER15: Duties and Responsibilities of the Library Director. All voted aye.

F. Appendix C: Library Director Job Description

James Santi moved and Becky Masik seconded the motion to approve Appendix C: Library Director Job Description. All voted aye.

G. Appendix Q: Duties and Responsibilities of the Library Board of Trustees

Cinde DeBoer moved and James Santi seconded the motion to approve Appendix Q: Duties and Responsibilities of the Library Board of Trustees. All voted aye.

X. New Business

A. SER9: Use of Meeting Rooms Policy

Scott Zalatoris moved and James Santi seconded a motion to adopt SER9: Use of Meeting Rooms Policy. All voted aye.

B. SER19.1: 3D Printer Policy

James Santi moved and Bob Burke seconded a motion to adopt SER19.1: 3D Printer Policy. 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.



Cinde DeBoer, Secretary

