



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

Present:

- **Library Board Members: James Santi, Scott Zalatoris, Peter Mazzetta, Becky Masik and Thomas Hausman**
- **Library Staff Members: Jennifer Drinka, Amy Blue, Kathy Deaner, Becky Jacobson, Paula Williams, and Jeanne Thomas**
- **Citizens: Kyle Harding, Attorney for Chapman & Cutler**

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

Peter Mazzetta moved and Scott Zalatoris seconded a motion to approve the June 30, 2020 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye except for James Santi who abstained due to technical difficulties communicating.

Scott Zalatoris moved and Peter Mazzetta seconded a motion to approve the June 16, 2020 Renovation & Expansion Committee Minutes of the Antioch Public Library District Meeting. All voted aye except for James Santi who abstained due to technical difficulties communicating.

III. Approval of Bills and Payroll

Peter Mazzetta moved and Scott Zalatoris seconded a motion to approve the bills and payroll for the month of July 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: Peter Mazzetta, aye; Becky Masik, aye; Scott Zalatoris, aye; James Santi, aye; and Thomas Hausman, aye.

IV. Treasurer's Report

Scott Zalatoris reported we have \$1,917,466.77 million in all bank accounts as of close of business today. July 24, 2020 we received \$53,019.81 property tax distribution. Scott reported Kathy Deaner and Jennifer Drinka would be meeting with the accountant shortly to finalize the paperwork for our new Foundation CD account with State Bank of the Lakes. All new signature cards have been signed at the bank.

V. President's Comments

Tom Hausman announced he would like the August 2020 Board meeting to be at the Library. Former Board Trustees Cinde DeBoer and Bob Burke will be at the meeting to accept their farewell/thank you gift from the Board. Peter Mazzetta will not be at the meeting as his wife is expecting. Tom Hausman said he would be leaving for out of town immediately following the meeting until Monday of the following week. Tom stated kudos to the staff. They had a wonderful meeting last week with the architect and will explain more about that meeting further down tonight's agenda.

VI. Notices and Communications

No notices this month.

VII. Librarian's Report

A. Overview of Reports

- Jennifer Drinka said there have been many good things happening with this chaos. Curbside pickups, patrons are back in the building, number of items checked out and reference questions answered, items processed, cataloged are all up. Many stats are down but nothing has flat lined. She is very proud of staff. Jennifer also highlighted, downloads are up 38% from last year and programming stats are the highest since 2015-16**

meaning more people are attending the virtual programs than the in person ones. Social media stats are off the charts but it is starting to go down. We are starting to have fun with this new normal and seeing what keeps people engaged. Jennifer said she included in the Board packet a work from home report from staff stating the incredible amount of work they have been doing at home. Something new we are going to do a beta test with the Garden Club using the Library's Zoom platform for a community-meeting place for their club. If this works out well we can offer this to other community groups. We will provide the Zoom, help them get set up and answer any of their questions. Jennifer reported at this month's Economic Task Force with the Village, Amy Blue and Becky Jacobson gave a presentation about what the Library has to offer for small businesses. Everyone was impressed. James Santi asked if anything was happening with the eye doctor building. Jennifer said that was on the backburner for now. The Task Force is focusing on how to help the small businesses short term during this time. Some changes in and around town are being discussed such as painted crosswalks, revitalization of some of the alleys and park area.

B. Personnel Changes:

One of our Pages, Tanner Devore is leaving for college. His last day is Friday.

VIII. Public Comment

A. Board Corner

Scott Zalatoris thanked everyone for making the Zoom meeting possible. He recognizes the extra effort. Unless there is a specific reason to meet in person, the hybrid meeting is appreciated.

James Santi seconded Scott's comment.

Tom Hausman congratulated Peter and his wife on their expectant child.

B. Citizen's Comments

There were no citizens' comments.

C. Staff Comments

Jennifer Drinka mentioned to the Board a longtime patron Scott Buchicchio passed away. His sister Diane called to let us know and thank us for taking such good care of him when he was in here. Tom said condolences to his family.

D. Friends Report

Amy Blue said the Friends, Tom Hausman, Jennifer Drinka, Becky Jacobson and herself presented a check to the Open Arms Mission for \$2,000 earned from the Community Read-Thon for a portion of the Summer Reading Program. The Friends are doing a virtual 5K fundraiser. Amy said they have been stocking their book sale room and accepting donations again. It is currently up in the air on what they will do for their book sale.

IX. Unfinished Business

A. Emergency Preparedness Plan: Pandemic Response Procedures: Discussion on Reopening plan

Jennifer Drinka said staff have been scheduled two weeks at a time so far with the limited schedule. Jennifer said she is not ready to open full time yet. Jennifer says she recommends to the Board the Library stay on the same limited hours through Labor Day. She says we can market this as the Library's summer hours. Tom Hausman likes the idea of calling it the Library's summer hours. James Santi thinks it is a good idea and asked if we would continue with some of our cyber programs. Jennifer said we would, it is a new evolution. Becky Masik said it is fine and has no issue. She asked if we would still do curbside pickup. Jennifer said yes, in fact the month of June we did about 650 curbside

pickups. Becky Masik asked if it was busier after school starts (after Labor Day). Jennifer says it is usually a little slower after school starts. Amy Blue says it will be interesting to see how it is this year. We will have to wait and see after school opens. Scott Zalatoris wanted to confirm that the intent is to keep staff half on/half off. Jennifer said yes. She would like to keep doing what we have been doing by having the staff half on and half off through Labor Day and still pay them. She is asking for the Board approval. Peter Mazzetta had nothing additional and said when we meet again in four weeks we can address it again. Tom asked if we are allowing computer use for the kids as well as adults yet. Paula Williams said all of the computers in the Children's computer lab have died randomly. We have new ones in the building now. Our next big project is to get them up and running so that they are ready for school. Becky Jacobson commented if teachers have a project for their class they usually call ahead of time and library staff can get ready what is needed. Tom Hausman asked for a motion or a consensus agreement. Scott Zalatoris made a motion to agree to follow the Library Director's plan to remain on the current staffing levels and hours of operation through Labor Day. James Santi seconded the motion. All voted aye.

B. Renovation & Expansion Committee Report & schedule next meeting

Becky Masik reported they had two meetings in July. They had nice updates from the architect. There was not a lot of changes to the plan. The renderings were updated to make it more comfortable for the patrons. There was discussion about referendum. Kyle Harding was there last week from Bernardi Securities and talked through what the ballot question should look like. At the end of the meeting, the Committee voted to put the Ordinance on the agenda tonight to vote to go to referendum in November. Tom Hausman asked to hear from Kyle Harding, who attended the meeting. Kyle Harding stated for a public library district in order to issue debt which is supported by a direct tax you have to go to your voters in direct referendum. In order to get the question on the ballot the statute is clear the Board needs to adopt an election Ordinance and the Board needs to adopt that election

Ordinance no later than August 17. You have no discretion when it comes to the form of the question. That is set forth in the statute. Where you do have discretion is how you describe the project and the amount of money you ask for. Kyle said in describing the project our advice as your lawyer is to stick with language that is otherwise set forth in the Public Library District Act. The Ordinance on the agenda tonight Kyle prepared based on the project description and dollar amount discussed with Library representatives at the Renovation & Expansion Committee last week.

The next meeting is scheduled for Thursday, August 13 at 6pm via Zoom. James Santi asked to be invited to the meeting.

X. New Business

A. Ordinance 20-4: An Ordinance providing for and requiring the submission of the proposition of issuing \$9,600,000 Library Bonds to the voters of the District at the general election to be held on November 3, 2020

James Santi moved and Peter Mazzetta seconded the motion to adopt Ordinance 20-4: An Ordinance providing for and requiring the submission of the proposition of issuing \$9,600,000 Library Bonds to the voters of the District at the general election to be held on November 3, 2020. Becky Masik read the actual verbiage of the Ordinance, which is included in everyone's Board packet and will be on the ballot. Kyle said if approved, the money from the bonds could only be spent on what was set forth in the project description, Capital Expenditures not operational expenses or library materials. If the Board approves the Election Ordinance tonight Trustees and all compensated staff are subject to no election interference with respect to referendum activity. Jennifer commented that she learned from the PLA convention that referendums usually pass through during general elections versus special elections. You cannot urge yes/no votes. Only answer factual questions. Scott Zalatoris said this is the absolute right thing to do. We have an opportunity to improve the longevity of the library. This is not an inappropriate time, because we are asking the voters. Scott supports the Ordinance. Peter Mazzetta asked if there was going to be a math equation on the ballot explaining to people how much their taxes would go up. Kyle said no it was not authorized in the Public Library District

Act. Peter asked if the contingency amount is 10%, when does the reserve need to be spent. Kyle said there is no exact time. It needs to be spent in a reasonable period. Jennifer will schedule meetings for the Board and staff with the architect and our lawyer informing everyone on what we can and cannot do or say and what the plans for the building are. On a roll call vote: Thomas Hausman, aye; Becky Masik, aye; Peter Mazzetta, aye; James Santi, aye; and Scott Zalatoris, aye. Unanimous decision to approve Ordinance 20-4.

Tom Hausman commented we have our work cut out for us. We have made a watershed movement at this time. We are a part of a new history. Tom referred back to the Disney Plus musical Hamilton and two points made in it.

- 1) I have to take my shot. We are taking our shot.*
- 2) Who will write our history? I rather go down in defeat than do nothing; did not look forward to the future; or did not take that shot. Let's do it! I am proud of all of you. Anyone could have said 'nah' but you did not. I am extremely grateful for you doing that. We are on the right track. We are giving this community something they will enjoy; and make use of for the next 20 years. Even though some of us may not be here in 20 years. This is a remembrance of something good we did.*

B. Resolution 20-4 to Make Certain Closed Session Meeting Minutes Available for Public Inspection

James Santi moved and Peter Mazzetta seconded the motion to adopt Resolution 20-4 to Make Certain Closed Session Meeting Minutes Available for Public Inspection. On a roll call vote: Becky Masik, aye; Peter Mazzetta, aye; James Santi, aye; Scott Zalatoris, aye; and Thomas Hausman, aye.

C. Resolution 20-5 to destroy old closed session audio recordings

Becky Masik moved and Peter Mazzetta seconded the motion to adopt Resolution 20-5 to destroy old closed session audio recordings. On a roll call vote: Scott Zalatoris, aye; James Santi, aye; Peter Mazzetta, aye; Becky Masik, aye; and Thomas Hausman, aye.

XI. Closed Session if Necessary

No closed session.

XII. Adjournment

Peter Mazzetta moved and James Santi seconded the motion to adjourn at 8:38 p.m. All voted aye.



Becky Masik, Secretary