



## **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, June 30, 2020 at 7:04 p.m. in the Eide Room at the Antioch Public Library District.**

**Present:**

- **Library Board Members: James Santi, Scott Zalatoris, Peter Mazzetta, Becky Masik and Thomas Hausman**
- **Absent Board Members: Cinde DeBoer**
- **Library Staff Members: Jennifer Drinka, Amy Blue, Kathy Deaner, Becky Jacobson, Paula Williams, Rosemary Helgesen and Jan Johnson**

**Thomas Hausman, with the absence of Secretary Cinde DeBoer, appointed Becky Masik Secretary Pro – Tem.**

**Thomas Hausman asked for a motion to suspend the regular agenda and move Personnel Changes to the beginning of the meeting. James Santi moved and Becky Masik seconded the motion to move Personnel Changes to the beginning of the meeting. All voted aye.**

**Thomas Hausman, keeping socially distant, on behalf of the Board thanked Rosemary Helgesen for 15 years of outstanding service and presented Rosemary with a check for \$150 and a certificate for outstanding service. Thomas Hausman, keeping socially distant, on behalf of the Board also thanked Jan Johnson for 10 years of outstanding service and presented Jan with a check for \$100 and a certificate for outstanding service. Everyone present applauded. Rosemary and Jan each thanked the Board and left the meeting at 7:09pm.**



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

**Pete Mazzetta moved and James Santi seconded a motion to approve the May 26, 2020 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye.**

**Scott Zalatoris moved and James Santi seconded a motion to approve the May 12, 2020 Renovation & Expansion Committee Minutes of the Antioch Public Library District. All voted aye.**

**Scott Zalatoris moved and James Santi seconded a motion to approve the May 19, 2020 Budget Committee Minutes of the Antioch Public Library District. 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 May 2020. Becky Masik inquired about the checks for Open Arms Mission. Jennifer Drinka explained this summer's Community Read-A-Thon. The Antioch Library Friends have been sponsoring the library Summer Reading Program for years, but due to Covid, the funds they normally donate to the reading program went to Open Arms Mission this year. This year's Summer Reading Program was a special Community Read-A-Thon. The entire community is being tasked to read a combined total of 20,000 minutes per week. When we as a community have read a total of 40,000 minutes in a two-week period the Antioch Library Friends will contribute \$800 to the Open Arms Mission. Over the five two week sessions that will be a total of \$4,000. On a roll call vote: Peter Mazzetta, aye; Becky Masik, aye; James Santi, aye; Scott Zalatoris, aye; and Thomas Hausman, aye.**

## **IV. Treasurer's Report**

**Scott reported we have \$1,954,322.15 in all bank accounts. We received two property tax disbursements this month: \$586,557.08 on June 4, 2020 and \$457,671.58 on June 23, 2020 totaling \$1,044,228.66. Scott also stated the Foundation Account (CD) was closed on May 26, 2020 and a new CD account was opened for \$9,840.51.**

## V. President's Comments

Tom Hausman thanked Jennifer Drinka and staff for keeping everything rolling. He is happy to be back in the building for the Board meeting. Tom said he was as pleased as punch with staff and the Board members for everyone stepping up and is glad we are doing a slow opening. He said it is very responsible of us to think about the community and not just us.

## VI. Notices and Communications

Thomas Hausman read Cinde DeBoer's letter of resignation to the Board. James Santi moved to reluctantly accept Cinde DeBoer's resignation from the Board of Trustees of the Antioch Public Library District. Peter Mazzetta seconded the motion. James Santi and Scott Zalatoris said Cinde was tremendous to them when they first started. It is sad to see her go. Scott said it is a loss for him as Treasurer. Tom Hausman said Cinde was a member of the staff for many years prior to becoming a Board Trustee. James Santi asked if we would be getting a leaf or something for Cinde. Tom said protocol would be a clock for both Cinde and Bob Burke. Tom asked Kathy Deaner if she would order the gifts. Tom asked if Ken Barnett ever picked up his gift. Kathy Deaner responded no. Tom Hausman or James Santi will contact Ken Barnett. All voted aye to accept the resignation.

## VII. Librarian's Report

### A. Overview of Reports

Jennifer Drinka said the library has been busier than ever. There have been many patron comments stating they miss the library the most. Jennifer told the Board we have staff greeters when the patrons first enter the building welcoming them back, assuring they are wearing a mask and offering one if they do not, and pointing out where the hand sanitizer is. Jennifer said the library has been open to patrons with limited hours for two weeks and half-staff staggering schedules. Jennifer is pleased with her creative management team. We have many safety protocols in place: masks face shields, people counter, and covers over keyboards, donated N95 masks from the Village, curbside pickup, adjusting quarantine times, and a flexible staff. Jennifer said there are, however, mixed emotions from staff on comfort level.

**B. Personnel Changes**

**This was moved to the beginning of the meeting.**

**VIII. Public Comment**

**A. Board Corner**

**James Santi-James said he spoke with Bob Burke. Bob would like to be informed of the renovation and asked if there was information we could pass along. Jennifer Drinka said to direct anyone asking to our website and then to Jennifer if they require more information. The proper channels for additional information would be Jennifer Drinka, Kathy Deaner, and then Becky Masik for FOIA (Freedom of Information Act).**

**Scott Zalatoris-No comment**

**Peter Mazzetta- No comment**

**Becky Masik- No comment**

**B. Citizen's Comments**

**There were no citizens' comments.**

**C. Staff Comments**

**Kathy Deaner said it was good to be back in the building working.**

**D. Friends Report**

**Amy Blue reported the Friends group would be meeting via Zoom. They will be having a soft non-publicized rollout. They are short on volunteers for a while due to the pandemic.**

**IX. Unfinished Business**

**A. Thank outgoing Board member**

**This was done during Notices and Communications.**

## **B. Secretary Election**

Thomas Hausman reminded the Board at the last meeting he asked if anyone was interested in the newly vacant Secretary's position. Becky Masik volunteered to fill the position. Peter Mazzetta moved and James Santi seconded the motion to elect Becky Masik Acting Secretary until the May 2021 election. All voted aye and congratulated Becky in becoming the Acting Secretary. Jennifer Drinka said Thomas Hausman, Becky Masik, Scott Zalatoris, Kathy Deaner and herself would need to go to the bank to sign new signature cards. Jennifer will inform everyone when they are ready to be signed.

## **C. Emergency Preparedness Plan: Pandemic Response**

Scott Zalatoris moved and James Santi seconded a motion to accept the Emergency Preparedness Plan: Pandemic Response. Scott had a question regarding Level II and Level III, State versus Local. He believes it should be reworded. Take the numbers out of the equation and focus on enhanced social distancing. Jennifer will make the wording changes. All voted aye to accept the Emergency Preparedness Plan: Pandemic Response as amended.

## **D. Renovation & Expansion Committee Report & schedule next meeting**

Becky Masik commented some highlights from their June meeting:

- The architect offered a picture view of a proposed plan design.
- There was a consensus for no bump out but possibly have 24-hour lockers for pickups.
- Per the architect, we are on track for the referendum in November.
- The committee agrees to move forward with the plans.
- Tom Hausman said we would bring this to the community just before the November election.

At the next Board meeting, we will know what we need to do to register for referendum. The committee will be meeting a couple of times before the next Board meeting. James Santi asked if we know what we would be asking homeowners to pay via taxes. Jennifer Drinka said it depends on the size of their home. Tom Hausman said it should not be more than \$100 but it is not confirmed yet. The next meetings will be July 9, Thursday at 7pm via Zoom with Amy Blue in attendance from the Library and July 23, Thursday at 7pm via Zoom with Amy Blue in attendance from the Library.

**X. New Business**

**A. PER 3: Employment Classifications**

Peter Mazzetta moved and James Santi seconded a motion to approve PER 3: Employment Classifications. All voted aye.

**B. PER 6: Uniformity of Workweek**

Peter Mazzetta moved and James Santi seconded a motion to approve PER 6: Uniformity of Workweek. All voted aye.

**C. PER 10: Hours of Work/Meal/Break Period**

Peter Mazzetta moved and James Santi seconded a motion to approve PER 10: Hours of Work/Meal/Break Period. Scott Zalatoris suggested in the second paragraph, first sentence removing the phrase in red starting with 'two 15 minute paid break periods...' It is not necessary. All voted aye to approve PER 10: Hours of Work/Meal/Break Period as revised.

**D. PER 17: Paid Holidays**

Peter Mazzetta moved and James Santi seconded a motion to accept PER 17: Paid Holidays. Jennifer Drinka pointed out *Election Day* has been added to the Paid Holidays as it is now a declared State holiday. There was Board discussion to add the specific Election date to the policy. All voted aye to accept PER 17: Paid Holidays as amended.

**E. PER 18: Vacation Leave**

**Peter Mazzetta moved and James Santi seconded a motion to accept PER 18: Vacation Leave. All voted aye.**

**F. PER 20: Sick Leave**

**James Santi moved and Peter Mazzetta seconded a motion to accept PER 20: Sick Leave. All voted aye.**

**G. Appendix C: Head of Teen Services**

**James Santi moved and Peter Mazzetta seconded a motion to adopt Appendix C: Head of Teen Services. All voted aye,**

**H. Ordinance for Building Fund 20-3**

**James Santi moved and Peter Mazzetta seconded a motion to accept Ordinance for Building Fund 20-3. Jennifer Drinka explained we have to levy for the Building Fund every year. On a roll call vote: Becky Masik, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; James Santi, aye; and Thomas Hausman, aye.**

**I. Set Date for Budget and Appropriation Hearing: 8/25/2020, 7pm**

**Scott Zalatoris moved and James Santi seconded a motion to approve 8/25/2020 at 7pm for the date of the Budget and Appropriation Hearing. All voted aye.**

**J. Appoint Secretary's Audit Committee**

**Thomas Hausman explained the duties of the Secretary's Audit Committee. Thomas then appointed James Santi and Becky Masik for the Secretary Audit Committee.**

**XI. Closed Session if Necessary**

**No closed session.**

**XII. Adjournment**

**James Santi moved and Peter Mazzetta seconded the motion to adjourn at 8:26 p.m. All voted aye.**



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**Becky Masik, Acting Secretary**