



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, March 31, 2020 at 7:05 p.m. virtually through video conferencing platform Zoom.

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, Amy Blue, Kathy Deaner, Becky Jacobson, Paula Williams, Dana Bokhari and Jeanne Thomas**

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

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

James Santi moved and Bob Burke seconded a motion to approve the February 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; Becky Masik, aye; James Santi, aye; and Thomas Hausman, aye.

Scott Zalatoris moved and Peter Mazzetta seconded a motion to approve the February 10, 2020 Policy 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; Becky Masik, aye; James Santi, aye; Bob Burke, aye; Scott Zalatoris, aye; and Thomas Hausman, aye.

Becky Masik moved and Peter Mazzetta seconded a motion to approve the February 20, 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: James Santi, aye; Bob Burke, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; Becky Masik, aye; and Thomas Hausman, aye.

III. Approval of Bills and Payroll

Scott Zalatoris moved and Becky Masik seconded a motion to approve the bills and payroll for the month of March 2020. Thomas Hausman asked each Trustee individually for any comments. There was none. Jennifer Drinka stated Cinde DeBoer sent a question regarding Studio GC's payment. Per Cinde *"The monthly payments to StudioGC: I saw the payment was written out of 1-154 Capital outlay, future development; it looks like after this monthly payment, the account will be out of funds (You probably already have a plan for this, but thought I'd ask just so I am aware of the plan.)"* Jennifer Drinka responded: "Studio GC let me know that they are okay with our payments being split between two fiscal years. I'll make sure to not pay them over the appropriated amount (we budgeted \$50,000.00 and appropriated \$75,000.00.)" 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 reported he and Jennifer Drinka met with State Bank of the Lakes regarding our accounts and some new features at the bank. Scott reported we have \$1,329,215.44 million in all bank accounts.

V. President's Comments

Tom Hausman thanked the I.T. department and staff for getting everyone set up for the Zoom Board meeting. Tom said he would report on the legislative breakfast he and Jennifer Drinka attended next month.

VI. Notices and Communications

Jennifer Drinka read a letter from a patron offering to volunteer his services for homebound deliveries during the stay at home mandate. Jennifer responded to the patron for safety reasons we could not accept his offer but thanked him. The patron said in times like these the library is a lifeline to the

community. Tom Hausman said Bob Burke had an announcement. Tom said he could not readily find his email on his iPad and asked Bob to read the email. Bob read:

“Tom:

It is with great reluctance and regret that I plan to resign my position as trustee effective at the conclusion of the April 2020 board meeting. I will fulfill my commitment as chair of the “Fine Free w/Exception” committee and deliver the committee’s report at the April board meeting. I wish continued success to my colleagues.

Bob Burke”

VII. Librarian’s Report

A. Overview of Reports

Jennifer Drinka said she was happy to see everyone online. Jennifer said dealing with the coronavirus has been all-encompassing for everyone. Some positive things not related. There has been a lot of good feedback from our newsletter. Becky and Dana have been focusing on our services not just programming. There has also been good feedback about our website.

B. Personnel Changes

There was none.

C. PLA Report

Jennifer Drinka reported on the Public Library Association (PLA) Conference, which she attended in Nashville, Tennessee February 25 – 29, 2020. Jennifer said 8500 people attended. She met with people from Africa and Canada, not just America. Jennifer highlighted our library is unique compared to most of the country. We are a standalone not a part of a system as most. We have more power to do great things. When conference speakers were talking about new technology Jennifer was explaining to others about Hoopla and Hot Spots. There are so many things we take for granted that we are doing but is clear we are cutting edge. There were two big themes throughout the conference: 1) EDISJ – Equality, Diversity, Inclusion & Social Justice and 2) Play and

having Fun. Not just for kids but for adults too. Jennifer thanked the Board for sending her.

D. COVID-19 Closure & Reopening Plans

Jennifer Drinka reported the library has been closed since March 14, 2020. We have minimized staff time in the building to do payroll and get bills prepared for payment, but we have been busier than ever. The entire staff has been amazing, agile and quick to respond to a new world of library work. The management team meets once a week via Zoom and they routinely check in with their departmental staff. Staff is our greatest asset and we are working hard to keep them informed and engaged. Kathy Deaner has been working with many activities with staff keeping them engaged and we hold weekly 'virtual staff happy hours'. Becky Jacobson has been spearheading our social media outlet, along with Dana Bokhari, and its usage and public response has been off the charts. There even has been public challenges for chances to win gift cards to local businesses. Besides helping staff stay technically connected, Paula Williams worked effortlessly to get registration of digital library cards working. Currently we have canceled all programming events and room reservations through April. Jennifer said 'Ask a Librarian' has picked up activity. We have seen an increase in our online services as well: Virtual programs, Hoopla, Kanopy, Libby, Freegal. At the request of the police, we have turned off our WiFi. Bob Burke asked if we laid anyone off. Jennifer responded, no. James Santi asked if the architect was waiting to do work. Jennifer responded, no and Becky Masik will report more on that later in the meeting. Jennifer said we plan to reopen after April 30, depending on the Governor's orders. We currently are making plans now including but not limited to handling materials dropped off, social distancing for staff and patrons, cleaning and sanitizing the library this week. Possibly open with reduced hours and have half the staff at the library one week and the other half the following week. The library is not considered an essential business now but will be very essential once we reopen.

E. Volunteer Luncheon Postponed

Jennifer Drinka reported the Volunteer Luncheon and Summer In-Service has been postponed until the Fall.

VIII. Public Comment

A. Board Corner

James Santi-James offered his services, if needed, for any deep cleaning of the library. James asked how would FOIA (Freedom of Information Act) work with Zoom meetings. Jennifer and Tom both said the Minutes would be typed like every other Board meeting and uploaded to our website.

Bob Burke-Bob asked Jennifer Drinka about the Fines Free with exception research and what her feeling is about it. Jennifer thought it would be better to wait until after the SRP (Summer Reading Program) to see how it goes, patron response, and how much we lose and decide after that. She is very forward in making the library accessible to more people, which would mean going fines free, however, with our budget, we are not in a place right now to lose \$25K a year.

Scott Zalatoris-Scott thanked Jennifer Drinka and Kathy Deaner for having the bills / checks prepared and ready for his signature on Friday. Scott said we met at the library and we maintained our social distance and signed all checks. A big effort went into finding out if we could be at the library. Kathy confirmed to the Board that she would have the checks mailed on Wednesday as usual. Tom Hausman thanked everyone for their extra effort getting everything done in these unprecedented circumstances. That is what Americans do for each other.

Cinde DeBoer-Absent

Peter Mazzetta- Peter echoed what Tom had said. He appreciates everyone working from home and keeping the community engaged. Peter said his two year old asked when the library would be open again. He greatly appreciates what is being done.

Becky Masik- none

B. Citizen's Comments

There were no citizens' comments.

C. Staff Comments

Amy Blue said she would like to express her profound appreciation to leadership including the Board and Jennifer for support at this time. It makes all the difference to have understanding support of management. She also expressed for herself and all coworkers appreciation for continuing to be paid. Kathy Deaner said it has been challenging. Kathy has been attempting to keep staff engaged with various activities and emails while other staff members have been busy engaging patrons virtually through social media. We have a great management team and staff who have really been working hard during this challenging time. Becky Jacobson said once we get back she would not say again, 'thank god it's Friday!' Becky said it has been challenging and she misses seeing her coworkers. Becky encouraged the Board to keep viewing the library's Facebook page to see everything we are doing, like, and share the posts. Tom said he is happy staff is happy as happy can be.

D. Friends Report

Amy Blue reported the Friends group would meet with architect Rick of Studio GC Thursday at 11 am via Zoom. Becky Masik and Tom Hausman asked to get an invite to the meeting to hear what is discussed.

IX. Unfinished Business

A. Renovation & Expansion Committee

Becky Masik reported the Renovation & Expansion Committee members each received copies of some preliminary plans from the architect. There are a few different options to consider. The committee thinks all of the options look great. Becky said it was confirmed we can have extra space in the basement. One option is to redo the entire basement and add a new stairway and hallway. However, the library would not be able to remain open and have to relocate for a few months. Both Tom Hausman and Scott Zalatoris liked this plan/option but the

cost would be substantial along with the relocation cost makes it less appealing. Becky Masik show the different plans on the screen for everyone to see. Tom likes the additional windows in all the plans. Becky said when the committee meets again they will discuss with everything that is going on if we should even move ahead with the referendum or wait until the next election and bring their recommendation back to the full Board at the next monthly meeting. Tom asked the Board if they had any further comments. None. Tom thinks they should continue with the plan and plunge ahead. Becky asked for a date to for the next committee meeting. With Bob Burke dropping out, Tom Hausman appointed himself alternate committee member. The next Renovation & Expansion Committee meeting will be Thursday, April 16 at 5pm via Zoom. Tom asked each Board member if we should continue with the planning process. Everyone agreed. Bob Burke cautioned the Board with the referendum because two groups just lost their referendums at the last election.

X. New Business

A. Emergency Preparedness Plan: Pandemic Response Procedures

Peter Mazzetta moved and James Santi seconded a motion to pass the *Emergency Preparedness Plan: Pandemic Response Procedures*. Due to the virtual setting, Thomas Hausman asked for a roll call vote: Peter Mazzetta, aye; Becky Masik, aye; James Santi, aye; Bob Burke, aye; Scott Zalatoris, aye; and Thomas Hausman, aye.

B. PMPER54: Drug and Alcohol Free Workplace

Bob Burke moved and Becky Masik seconded a motion to adopt **PMPER54: Drug and Alcohol Free Workplace**. Due to the virtual setting, Thomas Hausman asked for a roll call vote: Scott Zalatoris, aye; Peter Mazzetta, aye; Becky Masik, aye; James Santi, aye; Bob Burke, aye; and Thomas Hausman, aye.

C. Appoint Personnel Committee & set meeting date

Thomas Hausman will appoint the Personnel Committee. Jennifer Drinka explained this committee discusses insurance benefits for staff and any staffing changes. Jennifer Drinka expressed Cinde DeBoer asked to be on this committee. The Personnel Committee will consist of Scott Zalatoris, Peter Mazzetta, Becky Masik and Cinde DeBoer with Cinde as Chair of the Committee. The first Personnel Committee meeting will be Thursday, April 23 at 7pm via Zoom conferencing. Jennifer Drinka will send the invites to the committee members and have our insurance agent Russ Warye in attendance.

XI. Closed Session if Necessary

No closed session.

XII. Adjournment

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

James Santi moved and Bob Burke seconded the motion to adjourn at 8:33 p.m. All voted aye.



Becky Masik, Secretary Pro-tem