



## **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, May 26, 2020 at 7:02 p.m. virtually through video conferencing platform Zoom.**

**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, Katie Armstrong, and Kim Zupkoff**
- **Citizens: Bob Burke**

**Thomas Hausman, with the absence of Secretary Cinde DeBoer, appointed Peter Mazzetta Secretary Pro-tem.**

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

**Scott Zalatoris moved and James Santi seconded a motion to approve the April 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: James Santi, aye; Scott Zalatoris, aye; Becky Masik, aye; Peter Mazzetta, aye; and Thomas Hausman, aye.**

**Scott Zalatoris moved and James Santi seconded a motion to approve the April 28, 2020 Closed Session: Personnel Salaries & Benefits Minutes of the Antioch Public Library District Meeting. Due to the virtual setting, Thomas Hausman asked for a roll call vote: James Santi, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; Becky Masik, aye; and Thomas Hausman, aye.**

**James Santi moved and Peter Mazzetta seconded a motion to approve the April 16, 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; Becky Masik, aye; James Santi, aye; Scott Zalatoris, aye; and Thomas Hausman, aye.**

**Peter Mazzetta moved and Becky Masik seconded a motion to approve the April 21, 2020 Fines Free with Exceptions Committee Minutes of the Antioch Public Library District Board of Trustees Meeting. Due to the virtual setting, Thomas Hausman asked for a roll call vote: James Santi, aye; Scott Zalatoris, aye; Becky Masik, aye; Peter Mazzetta, aye; and Thomas Hausman, aye.**

**Scott Zalatoris moved and James Santi seconded a motion to approve the April 23, 2020 Personnel Committee Minutes of the Antioch Public Library District Board of Trustees Meeting. Due to the virtual setting, Thomas Hausman asked for a roll call vote: Becky Masik, aye; Peter Mazzetta, aye; Scott Zalatoris, aye; James Santi, aye; and Thomas Hausman, 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. 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; Scott Zalatoris, aye; Peter Mazzetta, aye; Becky Masik, aye; and Thomas Hausman, aye.**

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

**Scott Zalatoris reported we have \$1,094,898.71 million in all bank accounts as of close of business today. Scott thanked Kathy Deaner for having the bills prepared and ready for him to sign on Monday morning and for Jennifer signing as well.**

### **V. President's Comments**

**Tom Hausman stated Cinde DeBoer wishes to retire from the Antioch Board of Trustees and will be sending a letter of resignation. Tom said we would approve her resignation at the June meeting. Tom also said we can continue to operate as a five-member Board, and will do so, until the next public election of May 2021. Tom stated we would need to elect an acting Secretary**

at the June meeting after accepting Cinde's resignation for the remaining time and asked if any Board member wished to fill the position. Tom explained the election process as it pertains to the Antioch Board of Trustees. Becky Masik said she would be willing to fill the position and Tom asked if this was agreeable to everyone. Yes. Tom said Jennifer told him the APLD staff put together a wonderful thank you letter to the Board for their support and continued employment during this pandemic. He has not yet read it. Jennifer said she would be sending a copy to all the Board members after this meeting. Tom wished to thank the library staff for thinking of them.

## **VI. Notices and Communications**

### **A. Thank you from Cinde DeBoer**

Jennifer Drinka read a thank you card from Cinde DeBoer for the sympathy plant sent after the passing of her daughter Dana.

## **VII. Librarian's Report**

### **A. Overview of Reports**

- Jennifer Drinka said there have been a great response to our Social Media, Digital Collection, and Virtual Programming. Jennifer said there has been many questions regarding our reopening. Our approach is to follow government regulations. Tomorrow the management team will be in the library getting everything ready and put back together. The library had carpets cleaned and everything is stacked off the ground. June 1 we will start accepting returns and quarantine the items for seven days in the Eide room. June 8 will be a soft roll out of curbside pickups with a hard rollout on June 15. We are doing scattered scheduling with half the staff in the library one week and the second half the following week to help promote social distancing. Becky Jacobson stated our Summer Newsletter is up on our website and hard copies will be mailed soon. Jennifer is very proud of the newsletter and encouraged the Board to look at it. The newsletter explains our Summer Reading Program and the

new Summer Community Read-a-thon. Jennifer mentioned we have a CD account for our Foundation that has matured so we need to move it in a new CD. As a rule, since it is from the Foundation we need to spend money from it each year. We are going to apply \$1,750 from it to our Lynda LinkedIn Learning and rolled the rest in a new 14 month CD. James Santi asked about the plans for items going out. Whom are we taking our cue from? Jennifer responded there is not a hard fast answer from anyone. We are taking advice from RAILS, ILA, ALA, and she meets weekly with other library directors. Tom Hausman summarized the library would be taking materials in, quarantining for a week, then offering curbside pickup. Jennifer stated we will also be taking staff temperatures before they enter the building and anyone with over 100.4 F temperature will be sent home until released to come back to work with a doctor's note. Scott Zalatoris asked if we anticipate all staff returning. Jennifer said we have only heard from two staff members who will not be coming back right away. Scott also inquired whether the Summer Reading Program Beanstack application if everyone needs to be tied to a school when you register. Paula Williams, Head of I.T., responded to use the option 'Other' from the drop down list if you do not have a school. James Santi asked what the library's abbreviated hours would be. Jennifer responded once we start curbside pickup and staff is in the library the hours will be:

- Mondays 10am-1pm and 5-8pm
- Tuesdays 1- 5pm
- Wednesdays 1- 5pm
- Thursdays 10am-1pm and 5-8pm
- Fridays 1-5pm
- Saturdays 1-5pm

**B. Personnel Changes:**

**i. Katie Armstrong (15 year award)**

**Tom Hausman on behalf of the Board thanked Katie Armstrong, formerly Katie Shehorn for 15 years of service. A certificate for her service and a check for \$150 will be presented/sent to Katie after the meeting. Everyone at the meeting, including her manager, Kim Zupkoff, applauded and thanked Katie for her service. Katie expressed her thanks as well. Katie and Kim both left the meeting at 7:20p.m.**

**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**

**Jennifer Drinka thanked Kathy Deaner for coordinating the staff thank you card to her and the Board.**

**D. Friends Report**

**Amy Blue said there was nothing new to report.**

**IX. Unfinished Business**

**A. Transfer Funds from General Fund to Bond Repayment \$229,379.00**

**Peter Mazzetta moved and James Santi seconded the motion to transfer \$229,379.00 from the General Fund to the Bond Repayment fund. On a roll call vote: James Santi, aye; Becky Masik, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; and Thomas Hausman, aye.**

**B. Renovation & Expansion Committee Report & schedule next meeting**

Becky Masik reported the meeting was relatively short. One highlight was the cost estimator was there and estimated the total cost of the project would be \$9,550,000, which is close to the architects estimate. \$1.6 million of that would be in needed repairs prior to any renovation. The architect is still working on rendering to illustrate the design with photos. The architect is looking at book lockers to provide patrons with 24-hour contactless access to materials. The budget was also discussed to cost it out in a couple fiscal years. The June committee meeting will focus on community outreach.

The next meeting is scheduled for Tuesday, June 16 at 6pm via Zoom. James Santi asked to be invited to the meeting. The architect will also be invited.

**X. New Business**

**A. 2020-2021 Tentative Budget and Appropriation**

Peter Mazzetta moved and Scott Zalatoris seconded the motion to approve the 2020-2021 Tentative Budget and Appropriation. Jennifer Drinka stated several fund lines were reduced, and highlighted as such, just for this year due to the pandemic and State mandated stay at home order by the Governor. James Santi asked if there were any negative comments regarding the library's reduced hours. Jennifer responded no. On a roll call vote: Becky Masik, aye; James Santi, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; and Thomas Hausman, aye.

**B. Ordinance 20-1, Non-Resident Fee**

Becky Masik moved and James Santi seconded the motion to approve Ordinance 20-1, Non-Resident Fee. Jennifer Drinka said the fee for year 2020-21 is \$331. Due to the virtual setting, Thomas Hausman asked for a roll call vote: Peter Mazzetta, aye; James Santi, aye; Scott Zalatoris, aye; Becky Masik, aye; and Thomas Hausman, aye.

**C. Ordinance 20-2, Meeting Dates**

**Peter Mazzetta moved and James Santi seconded the motion to approve Ordinance 20-2, Meeting Dates. Jennifer Drinka reminded the Board she would be needing signatures on the Ordinances and the service certificate for Katie Armstrong. Due to the virtual setting, Thomas Hausman asked for a roll call vote: Becky Masik, aye; Scott Zalatoris, aye; James Santi, aye; Peter Mazzetta, aye; and Thomas Hausman, aye.**

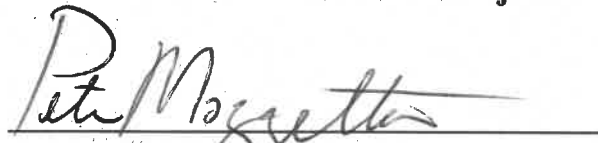
**XI. Closed Session if Necessary**

**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 8:01 p.m. All voted aye.**

  
Peter Mazzetta, Secretary Pro-tem

