



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, September 29, 2020 at 7:00 p.m. in the Eide Room at the library and via Zoom virtual platform.

Present:

- **Library Board Members: James Santi, Scott Zalatoris, Becky Masik, Peter Mazzetta and Thomas Hausman (Board Members attended via Zoom)**
- **Library Staff Members: Jennifer Drinka (Zoom), Kathy Deaner (Zoom), Amy Blue (Eide Room), Becky Jacobson (Eide Room), and Sam Langford (Eide Room)**

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

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

Becky Masik moved and James Santi seconded a motion to approve the August 25, 2020 Budget & Appropriation Hearing Minutes. Thomas Hausman asked for a roll call vote: James Santi, aye; Peter Mazzetta, aye; Becky Masik, aye; Scott Zalatoris, aye; and Thomas Hausman, aye.

Scott Zalatoris moved and James Santi seconded a motion to approve the August 25, 2020 Executive Session Minutes. Thomas Hausman asked for a roll call vote: James Santi, aye; Peter Mazzetta, aye; Becky Masik, aye; Scott Zalatoris, aye; and Thomas Hausman, aye.



Scott Zalatoris moved and Becky Masik seconded a motion to approve the August 13, 2020 Renovation & Expansion Committee Minutes. Thomas Hausman asked for a roll call vote: James Santi, aye; Peter Mazzetta, aye; Becky Masik, aye; Scott Zalatoris, aye; and Thomas Hausman, aye.

III. Approval of Bills and Payroll

Scott Zalatoris moved and Peter Mazzetta seconded a motion to approve the bills and payroll for the month of September 2020. On a roll call vote: James Santi, aye; Peter Mazzetta, aye; Becky Masik, aye; Scott Zalatoris, aye; and Thomas Hausman aye.

IV. Treasurer's Report

Scott Zalatoris stated there was \$2,259,197.37 in our three bank accounts. Scott also said the Library received a property tax distribution in September for \$805,818.18.

V. President's Comments

Thomas Hausman said he has several comments:

1) "We all have been through a lot getting everything done especially with the referendum. I want you to know how proud of you I am whether you are staff members, Board members or Concerned Citizens. Everything seems to be rolling along nicely at this point. If anyone needs anything, please contact the concerned citizens group."

2) The Rotary Club has requested use of our parking lot this Saturday for their pork chop dinner and virtual auction. The dinner starts around 4:30pm and the Library closes at 5pm. Jennifer Drinka said there should not be many patrons in the lot at that time and was fine with the request. This is different this year because of Covid. Tom said Rotary Club members would be in the parking lot to help direct traffic. The Rotary Club has been kind donating to the Library every year for literacy. Tom thanked the Library on behalf of the Rotary Club.

3) In Saturday's Tribune Tom noticed the best seller; *Ken Follett's The Evening and the Morning* listed and had requested Amy Blue order the book.

VI. Notices and Communications

A. Thank you to Amy Blue

Tom Hausman read a thank you letter from patron Sandra Shule regarding Amy Blue for being a wonderful, hard working person in the library.

B. Cooking Class Compliment

Jennifer Drinka read a thank you email from a patron who watched the library's virtual program on cooking and said how much she enjoyed it.

C. Open Arms Mission Thank You

Jennifer Drinka read a thank you letter from the Open Arms Mission for a \$2000 donation from the Summer Read-a-thon in conjunction with the Friends group.

D. Mr. Perez Thank you

Jennifer Drink read an email from patron, Mr. Perez, stating how helpful and courteous the library staff was on his most recent visit to the Library.

E. Property Assessment Appeals

Robert S. Glueckert, Lake County Clerk of the Board of Review, notified the library there has been two appeals filed with the State Property Tax Appeal Board requesting a reduction of \$100,000 or more in real property assessed valuation within our taxing district. Jennifer Drinka stated our lawyer recommends not doing anything.

VII. Library Director's Report

A. Overview of Reports

Jennifer Drinka said people are happy to be back in the library; staff and patrons. Jennifer highlighted on an average month over 10,000 people visit the library, not during Covid times but normally. In August of this year, over 3,000 came through the doors and that is being opened only 40% of the time and in the middle of a pandemic. Jennifer also highlighted in the patron comments, the take home crafts are very popular. Staff came back to work their regular hours September 8. Full time staff and some part time staff continue to work one day at home a week to help with spacing. We have a lot of plexiglass guards and safety protocols throughout the Library. We expanded our hours September 21. We are now open Monday – Thursday 10am – 8pm, Friday and Saturday 1 – 5pm and we are resuming Sunday hours this Sunday 1 – 5pm. Jennifer reported Kathy Deaner, Suzanne Jones and herself would be working on the CARES grant

for reimbursement for some of the expenses we had to make due to the coronavirus. The trustee packets are now available behind the Circulation desk. You can also ask Amy Blue or Jennifer for a packet. Our 100th anniversary is next year. We are working on our winter newsletter and want to have something in it regarding our anniversary and date. Becky Jacobson said she was hoping we could have some sort of celebration in June, July or August. Tom asked if we had an actual date of when we first opened the doors. Becky said not exactly. Tom suggested we just market it as our 100th Year Anniversary. The Board concurred and any date for a celebration would be fine.

B. 2019-2020 Annual Report

Jennifer Drinka said the IPLAR report is in the Board Packets and asked the Board if they would like a graph presentation next month. She stated numbers are a little down because of Covid and restricted services. The Board did not think a graph presentation was necessary.

C. Personnel Changes

Jennifer Drinka reported there were no new personnel changes. There still is an open position in Circulation and one open Page position.

VIII. Public Comment

A. Board Corner

James Santi had issues with the internet the first ½ hour of the Board meeting. Next month he will come to the Library. Tom Hausman said next month's meeting we should all meet at the Library.

Scott Zalatoris thanked Kathy Deaner for accommodating his socially distant request to sign checks outside the library. Scott asked Becky Jacobson a question regarding the newsletter and the post office if we found out if the newsletters were distributed or if we should write a letter to Congresswoman Underwood or the Postmaster of Antioch. Becky responded she was there last week and did see some not delivered. She has also fielded questions on social media and phone calls from patrons stating they have not received their copy. Scott says there are a few issues:

- 1) We are paying for a service we are not receiving. We are paying for the newsletters and the post office is not delivering, which is hard to quantify to an exact degree.
- 2) One of our top sources of information not going out is a problem.
- 3) If we are going to escalate this, it seems appropriate to have the communication come from the Board and/or Jennifer, as the Director. We should send a letter to the Congresswoman and the Postmaster simultaneously if we want to have a record that we noticed we have a problem in service and this is the time to do it.

Scott says he is happy to draft a letter if everyone agrees. Tom says he thinks we should, as he never got a newsletter. Jennifer Drinka thinks it is a good idea since we know it is our main way of getting information communicated and we are paying for it. Becky Masik in addition, thinks it is important and a good idea to write a letter because we are using tax payer dollars to pay for a service we are not receiving. Scott Zalatoris moved and James Santi seconded the motion that the Board send a letter to Congresswoman Underwood and the Postmaster of Antioch expressing our concerns about the bulk mail delivery service of our newsletter. On a roll call vote: Pete Mazzetta, aye; Becky Masik, aye; Scott Zalatoris, aye; James Santi, aye; and Thomas Hausman, aye.

Peter Mazzetta (and his wife) thanked the Board and Library for flowers sent after the birth of his new baby.

Becky Masik was at the Library today to sign checks and said the building looks nice with the signage regarding the building plans for the renovation. The online programs posted at the door is spectacular; letting people know what we have going on.

B. Citizens' Comments

There were no citizens' comments.

C. Staff Comments

Amy Blue said she ordered the book Tom Hausman had requested.

D. Friends' Report

Amy Blue reported the Friends' made around \$600 at their book sale. Their bookshop had made \$2,731 at the end of August versus \$8,900 last year.

IX. Unfinished Business

A. Renovation & Expansion Committee Report & schedule meeting

Becky Masik said the Committee met twice last month. The first meeting was just an update regarding the grassroots committee and the second meeting was just to set dates. Not much to report from the Renovation & Expansion Committee because we are standing back now and letting the Grassroots Committee run the show. Jennifer Drinka said for our community information presentation the next Board meeting in October satisfies our legal requirement so you will be approving an Ordinance. Jennifer said we still should have a community information presentation with our architect. Presentations were scheduled for October 14 for general community information and another for Oakland Knolls and October 6 for District 34. Jennifer will finalize times and let everyone know.

X. New Business

A. Veteran Housing impact fee waiver

Jennifer Drinka said the Mayor Larry Hanson reached out to her to say Jim Miholovich, a local builder will be building some homes just for veterans and asked the Village to waive the permit fees, which the Village did, but he did not realize they have to give an impact fee to each taxing body. Jennifer told the Mayor she would run it by the Board to see what they thought. Our attorney said we are allowed to waive fees and the Library Board could agree to it but technically, it is the Village who is waiving the fees. The Board consensus was 'no comment'.

B. Set Date of Levy Hearing

Scott Zalatoris moved and Peter Mazzetta seconded the motion to set the date of the Levy Hearing October 27, 2020 at 7p.m. prior to the beginning of the Regular October Board Meeting. On a roll call vote: Peter Mazzetta, aye; Becky Masik, aye; Scott Zalatoris, aye; James Santi, aye; and Thomas Hausman, aye.

C. Schedule Library Director's Annual Evaluation

Jennifer Drinka said she turned in her self-evaluation at the October Board meeting last year and the Board evaluated her at the November Board meeting last year. Scott Zalatoris stated the Director's evaluation needs to be completed this year. Board consensus was to schedule the Director's annual evaluation the same as last year.

D. PER 41: Political Activities

Scott Zalatoris moved to approve and adopt a Political Activities and the Solicitation and Acceptance of Gifts By Officers and Employees Policy, which will supersede the Restriction of Political Activities Policy and the Library Staff Political Activities established in the Library District's Personnel Policy Manual, and the Political Activities Policy in the Employee Handbook, which were previously approved by this Board of Library Trustees. James Santi seconded the motion. On a roll call vote: Peter Mazzetta, aye; Becky Masik, aye; Scott Zalatoris, aye; James Santi, aye; and Thomas Hausman, aye.

XI. Closed Session if necessary

There was no closed session.

XII. Adjournment

James Santi moved and Peter Mazzetta seconded the motion to adjourn at 8:11 p.m. On a roll call vote: Peter Mazzetta, aye; Becky Masik, aye; Scott Zalatoris, aye; James Santi, aye; and Thomas Hausman, aye.



Becky Masik, Secretary