



**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, February 23, 2021 at 7:01 p.m. in the Eide Room at the Library and via Zoom virtual platform.

Present:

- **Library Board Members: James Santi (Zoom), Becky Masik (Zoom), Peter Mazzetta (Zoom), Ann Kakacek (Zoom) and Thomas Hausman (Eide Room)**
- **Library Staff Members: Jennifer Drinka (Zoom), Kathy Deaner (Zoom), Amy Blue (Eide Room), Becky Jacobson (Zoom), Sam Langford (Eide Room)**
- **Citizens: Ryan LeFave (Zoom), Bob Vail (Zoom), Courtney Kotloski (Zoom), Chris Riter (Zoom), Susan Moore (Zoom), Melissa Seeborg (Zoom), Scott Harrod (Zoom) and Bob Burke (Zoom)**

Tom Hausman asked every citizen in attendance to introduce him or herself.

Tom Hausman changed the order of the agenda and moved to New Business – Item D. Final Bond Pricing Summary presented by Bernardi Securities. Tom then turned the floor over to Bob Vail of Bernardi Securities.

Bob Vail said he had good news to report to the Board. Bob reported Bernardi had a successful bond sale last week. The demand for the District bonds was extremely strong. The credit rating came in very strong for the Library. This will allow the bond issue and allow the levy to the taxpayers to be a lesser dollar amount than we originally anticipated. Bob asked Jennifer Drinka to share her screen and show Bernardi Securities' presentation in order for Bob to summarize the final bond pricing.

Bob said this presentation is going to recap the entire purpose of the bond issue, the bond sale, interest rates and the impact to the taxpayer. Bob continued and said the bonds are issued pursuant to the referendum. Back in

November, the voters approved a bond issue amount up to \$9.6 million. These bonds are authorized to pay the cost of repairing, improving, remodeling, expanding and also furnishing necessary equipment, as well as acquiring electronic data storage for the facilities of the District. These bonds are issued with a 20-year repayment period level debt service payment, which means level principal and interest payments. We were able to qualify for S&P AA-credit rating. The credit rating is important. Bob said Jennifer Drinka, Amy Blue, Kathy Deaner and he got together on February 4 with Standard and Poor's and had a credit call/interview. We went through various questions that Standard and Poor's asked to qualify for a credit rating for the bond issue.

Listed is some of the credit strength of the District:

- Historically, the District has a very strong economy being on the outskirts of the Chicago metro area, strong residential income and wealth levels.
- The District has a low debt burden, about 1.7 percent of the market value of the district, or about \$1,493.00 per capita.
- The District has very strong liquidity, available reserves, and a very stable revenue source being property tax revenues, which make up about 95% of the general fund.
- The District's operating expenditures are very flexible and the District has a well-funded pension with low annual costs.

Bob commented the S&P analysts mentioned they were very impressed by our presentation and with the staff. Bob then discussed the maturity value, which is the principal amounts of the bonds every year for 20 years. The bonds mature January 1, 2041. Bob indicated the bottom of the page shows total project proceeds of \$9.6 million and the true interest cost. Bob reported the true interest cost finished under 2%. The rate came in at 1.79%, and will be fixed for the life of the bond issue. When we originally started looking at these numbers back in the Fall, we were projecting 2.4% or 2.5%. This makes the impact to the taxpayers that much less in regards to the property tax levy. Bob showed the average tax rate just under 8% or \$0.08, approximately \$0.0799. What is the actual impact for a homeowner? The chart showed a home of \$100K all the way to a \$300K home and the annual tax impact broken down by month and by day. Those figures came in underneath what was originally projected. Bob stated the Board had signed all the bond documents earlier in the day. They will now be sent back to Chapman and Cutler and will close on March 4. At that time, the bond issue will close and the money will be dispersed to the Library District. The Board thanked Bob and Bernardi Securities, Melissa Seeborg with Chapman and Cutler, and

Kyle Harding for all of their hard work and pulling the information together. Bob Vail and Melissa Seeborg left the meeting at 7:26pm.

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

Peter Mazzetta moved and Ann Kakacek seconded a motion to approve the January 2021 Minutes of the Antioch Public Library District Board of Trustees Meeting. Thomas Hausman asked for a roll call vote: James Santi, aye; Ann Kakacek, aye; Becky Masik, aye; Peter Mazzetta, aye; and Thomas Hausman, aye.

James Santi moved and Peter Mazzetta seconded a motion to approve the January 26, 2021 Closed Session Minutes. Thomas Hausman asked for a roll call vote: Becky Masik, aye; Peter Mazzetta, aye; Ann Kakacek, aye; James Santi, aye; and Thomas Hausman, aye.

Becky Masik moved and James Santi seconded a motion to approve the January 12, 2021 Renovation & Expansion Committee Minutes. Thomas Hausman asked for a roll call vote: James Santi, aye; Peter Mazzetta, aye; Ann Kakacek, aye; Becky Masik, aye; and Thomas Hausman, aye.

Becky Masik moved and Ann Kakacek seconded a motion to approve the January 21, 2021 Renovation & Expansion Committee Minutes. Thomas Hausman asked for a roll call vote: James Santi, aye; Ann Kakacek, aye; Peter Mazzetta, aye; Becky Masik, aye; and Thomas Hausman, aye.

III. Approval of Bills and Payroll

Peter Mazzetta moved and James Santi seconded a motion to approve the bills and payroll for the month of February 2021. On a roll call vote: Ann Kakacek, aye; James Santi, aye; Peter Mazzetta, aye; Becky Masik, aye; and Thomas Hausman aye.

IV. Treasurer's Report

Peter Mazzetta stated there was \$1,533,602.00 in our four bank accounts at the end of business today. Peter also reported the account for the bond proceeds has been set up at State Bank of the Lakes and is ready to accept the

money. The four authorized check signers have gone to the bank and signed their signature cards as well.

V. President's Comments

Tom Hausman said he wants to thank all the people who are running for the Board. It is important for the citizens to help represent their communities. Tom commented he first ran for the Board 14 years ago, out of civic duty. There are two members still on the Board, Ann Kakacek who was President of the Board at the time and himself. Tom thanked all of the people who are running in the next election. He said there is a satisfaction knowing that you are helping your community. The library is one of the most important aspects of any community and we are the center of this community. It is the only place where no matter what your age or what your background is, you are accepted. We have something for everyone. Also with the new renovation and expansion project, we are going to be improving that 'something for everyone' and more of it. Tom stated 'on a personal note, my granddaughter Quinn turned nine on Sunday and I turned 80 on Sunday.'

VI. Notices and Communications

A. S&P Rating Letter and Report

Jennifer Drinka said in the Board packet was the rating from S&P that Bob Vail was talking about earlier. We received an AA- rating. That is something we are proud to share with people because it shows how financially sound and stable we are.

B. "Connections" Article

Jennifer Drinka said she included in the Board packet an article from the Connections newsletter that Becky Jacobson and Dana Bokhari from our Marketing and Communications department worked hard on. We are the featured article in Connections this quarter because of our 100th anniversary.

C. Open Arms Mission Thank You Letters

Jennifer reported we had a couple of thank you letters from the Open Arms Mission. One was for the donations that they received last summer

for \$1,000 by way of the Friends, through the Library for the Summer Reading Program. They expressed how important it was during Covid. They also thanked us for a staff donation Becky Jacobson coordinated for the Open Arms Mission. APLD staff donated 310 pounds of food and items to the Open Arms Mission on behalf of the staff, not library money, just from the goodness of staff's hearts.

D. Property Assessment Appeal

Robert S. Glueckert, Lake County Clerk of the Board of Review, notified the Library there has been an appeal 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

i. Per Capita Report

Jennifer Drinka said in your Board packets is the Per Capita grant report. Every year we get a grant from the State of Illinois. The past couple of years it has been about \$32K and Governor Pritzker just announced he is going to keep that level for the next year, which is great news for libraries. Jennifer continued with one requirement to receive that grant was for the Board and staff to review the new standards. The management team each took different chapters and reviewed it closely to see if we meet these standards. There are a couple of areas we could improve on. One is updating our disaster plan, which the Safety and Behavior Committee, which Amy Blue heads, has on their list. They have already been updating that plan this past year because of Covid. Jennifer said one other thing that was not on her mind before, but we are supposed to have a succession plan for leadership positions in the Library. Jennifer continued with some statistics: in January, we had the highest attendance for our adult and teen programs so far this fiscal year and the teen program attendance surpassed the previous year. This means more teens are coming to the online programs right now than came the same time last year to the in-person programs. Our online programs have really taken off and people are really enjoying them. We will have to think about how to continue those and continue to do our

in-person programs when we can. Jennifer reported last month Jim Santi inquired about people from other libraries using our library and if we had any data so, she got some numbers from our Head of Circulation. Jennifer said our Library was one of the very few libraries open over the past few months. We were able to track how many people from Fox Lake, Lake Villa and Gurnee came and used our Library. In November of 2019, 572 items were checked out versus 628 items in 2020. In December of 2019, 558 items were checked out versus 729 items in 2020 by non-Antioch cardholders and that is being only open four hours a day. It is starting to level out since other libraries are beginning to open, but we were definitely the hub for many non-Antioch patrons. Jennifer pointed out in the patron comments, somebody walked here all the way from Fox Lake to use a computer and Amy said we have at least two regular people coming here every day from Fox Lake to use the computer lab. Jennifer said she was excited to finally get back to a little bit of normalcy. We have a committee working on our Spring in-service day, which she will bring to the Board next month for approval to close for that day. We have a committee that is starting to work on our 100th anniversary, which is this year. National Library Week and National Volunteer Week is being worked on for April and something to show our volunteers that we appreciate them. Last year we had to cancel our volunteer luncheon and we probably cannot get together for lunch this year, however, Kathy Deaner and Suzanne Jones are working hard to come up with something to show our appreciation to our volunteers. Becky Jacobson is going to be doing a display up at the front of the Library to thank our volunteers. Becky Jacobson just sent the Spring newsletter to the printer. Jennifer said it is one of the nicest newsletters she has ever seen, award-winning quality. Throughout the newsletter there are sidebars talking about our history of the Library.

B. Personnel Changes

i. Samantha Hall, Page resignation

Jennifer Drinka stated, Samantha Hall, one of our pages resigned. We are not filling the position right now.

VIII. Public Comment

A. Board Corner

James Santi said to the candidates that the Board packets are big but not to be overwhelmed by the content.

Peter Mazzetta said he is glad to hear that the Library is starting to get back to normal because he has a three year old that is dying to come back.

Becky Masik – No comments

Ann Kakacek said she does not have anything this month except everything is very well organized and she is very proud of the Library.

B. Citizens' Comments

Susan Moore said she was glad to join tonight. She is very impressed with the Library, this meeting, and a true lover of the facility and long time user of all the activities. Susan said she was very disappointed to read in the December minutes that Jane Geddes retired because she did an excellent job with all the senior programming, all the special events, she will be missed but she is looking forward to when everything reopens and we can do all the activities that the Library is known for.

Courtney Kotloski said everyone is doing a wonderful job and she is grateful to be involved.

Scott Harrod – No comments.

C. Staff Comments

Becky Jacobson said she wants to put it on record that she was very thankful for the staff for pitching in for the food donation. Becky commented the picture you saw of the trunk was one of three loads that were taken in and they came through every week, even the final week when we were close for the day because of the extreme temperatures with the storm on the way. There were even a few staff members that

were not scheduled to work but they came in because they knew she was making the delivery.

Kathy Deaner – No comments.

Amy Blue mentioned Meet the Candidates night is next Wednesday, March 3 at 7pm. It is going to be hybrid, just like this is right here in this room and on Zoom. Sitting Board members are invited to attend, as well as candidates. Amy also stated that we are hosting the AARP taxes this year. We are one of only four sites in Lake County this year as opposed to 12. We are currently booked full. We have a waiting list of about 60 people hoping to be called. The AARP volunteers are really working hard because they are doing a different thing this year where you drop off your paperwork after they do a quick intake and then the patron(s) come back the following week to pick them up. Becky Masik offered to help AARP stating she has been a certified volunteer income tax preparer for a few years with another organization. Amy said she would get Becky our county coordinator's contact information to see if she could help.

D. Friends' Report

Amy Blue reported the Friends' donated \$4000 to the Summer Reading Program this year.

IX. Unfinished Business

A. Renovation & Expansion Committee Report & schedule next meetings

Becky Masik stated it was decided at last month's Board meeting to go with the Owner's Representative Design, Bid, Build option for our Renovation & Expansion project. The Committee met previously to review the *request for a proposal* for the Owner's Representatives. The *request for proposal* is now available and is due back to the Library by March 5, 2021. Becky commented that today we need to schedule two meetings; one to review the proposals we receive and a second meeting to interview the candidates for Owner's Representatives we might be interested in hiring. At the March Board meeting, the Committee will make a recommendation to the Board as a whole as to who we think

would be the best fit for our Owner's Representative. The first meeting is scheduled for March 10 at 7pm. Jennifer Drinka will take care of the legal notices for the newspaper and the second meeting for interviewing candidates will be March 23. Ryan and Rick with Studio GC will help determine how to structure the March 23 meetings once we know how many candidates will be there to interview.

B. Approval of Bond Counsel Engagement Letter

Jennifer Drinka stated our attorney said we need a formal Board motion approving we would work with Bernardi Securities and Chapman and Cutler. Becky Masik motioned and Ann Kakacek seconded the motion to authorize the approval of the economic and other terms set forth in the February 11, 2021 letter from Chapman and Cutler LLP referencing the Antioch Public Library District, Lake County, Illinois General Obligation Library Bonds, Series 2021 (the "Engagement Letter") for the purposes set forth in the Engagement Letter and to authorize and direct the Library Director to execute the final version of the Engagement Letter, and to execute and deliver all other instruments and documents and pay all costs that are necessary to fulfill Antioch Public Library District's obligations under the Engagement Letter. On a roll call vote: James Santi, aye; Peter Mazzetta, aye; Ann Kakacek, aye; Becky Masik, aye; and Thomas Hausman, aye.

X. New Business

A. Resolution to Make Certain Closed Session Meeting Minutes Available for Public Inspection 21-2

Peter Mazzetta moved and James Santi second the motion to approve a Resolution to Make Certain Closed Session Meeting Minutes Available for Public Inspection 21-2.

On a roll call vote: Becky Masik, aye; Ann Kakacek, aye; Peter Mazzetta, aye; James Santi, aye; and Thomas Hausman aye.

B. Resolution to destroy old closed session audio recordings 21-3

James Santi moved and Peter Mazzetta seconded the motion to approve the Resolution to destroy old closed session audio recordings 21-3. On a

roll call vote: Ann Kakacek, aye; Becky Masik, aye; Peter Mazzetta, aye; James Santi, aye; and Thomas Hausman, aye.

C. Resolution for the Selection of Library Materials and the Use of Library Materials and Facilities 21-4

Jennifer Drinka stated this is a Resolution that needs to be approved every other year. Peter Mazzetta moved and James Santi seconded the motion to approve a Resolution for the Selection of Library Materials and the Use of Library Materials and Facilities 21-4. On a roll call vote: Ann Kakacek, aye; Becky Masik, aye; Peter Mazzetta, aye; James Santi, aye; and Thomas Hausman, aye.

D. Final Bond Pricing Summary presented by Bernardi Securities

This was moved to the beginning of the meeting.

XI. Closed Session to discuss the selection of a person to fill an office

Peter Mazzetta moved and James Santi seconded the motion to go into closed session to discuss the selection of a person to fill an office at 8:22pm. All voted aye.

The Board returned to open session at 8:45pm.

Thomas Hausman said Becky Masik is going to make a motion, which is the consensus of the Board. Becky Masik moved that because of the closeness and date of the April election, that we not appoint anyone to the Board for the remainder of this term. Potential Board member candidates will be provided Board packets in March, April and May and are encouraged to attend all of those Board meetings. Ann Kakacek seconded the motion. On a roll call vote: Ann Kakacek, aye; James Santi, aye; Peter Mazzetta, aye; Becky Masik, aye; and Thomas Hausman, aye.

XII. Adjournment

Peter Mazzetta moved and James Santi seconded the motion to adjourn at 8:52p.m. All voted aye.



Becky Masik, Secretary

