



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, April 27, 2021 at 7:01 p.m. in the Eide Room at the Library and via Zoom virtual platform.

Present:

- **Library Board Members: James Santi (Eide Room), Becky Masik (Eide Room), Peter Mazzetta (Zoom), Ann Kakacek (Eide Room) and Thomas Hausman (Eide Room)**
- **Library Staff Members: Jennifer Drinka (Eide Room), Kathy Deaner (Zoom), Amy Blue (Eide Room), Becky Jacobson (Zoom)**
- **Citizens: Ryan LeFave (Zoom), Marc Rogers (Zoom), Susan Moore (Eide Room), and Scott Harrod (Zoom)**

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

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

James Santi moved and Ann Kakacek seconded a motion to approve the March 10, 2021 Renovation & Expansion Committee Minutes. Thomas Hausman asked for a roll call vote: Becky Masik, aye; Peter Mazzetta, aye; James Santi, aye; Ann Kakacek, aye; and Thomas Hausman, aye.

James Santi moved and Ann Kakacek seconded a motion to approve the March 23, 2021 Renovation & Expansion Committee Minutes. Thomas Hausman asked for a roll call vote: Becky Masik, aye; Peter Mazzetta, aye; James Santi, aye; Ann Kakacek, 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 April 2021. On a roll call vote: Ann Kakacek, aye; Becky Masik, aye; Peter Mazzetta, aye; James Santi, aye; and Thomas Hausman aye.

IV. Treasurer's Report

Peter Mazzetta reported there was \$1,188,317.61 in our four bank accounts at the end of business today, the fifth account for the bond proceeds has \$9,604,182.43. Two property tax disbursements were received in April for \$19,264.99 and \$35,975.43.

V. President's Comments

Thomas Hausman congratulated Susan Moore as one of our new Board members. Tom said Susan Moore would be one of our four-year members, and that we would be appointing two people to fill two of the two-year seats. Tom said a lot has been happening with the Renovation and Expansion, which we will hear more on tonight. Tom encouraged everyone to get their Covid-19 vaccination shot, if they have not already. Tom said once everyone in the room is vaccinated, we do not need to wear masks. There was a brief discussion about mask wearing and Jennifer Drinka mentioned not all staff at the Library are going to be vaccinated so we will be wearing masks for a long time.

VI. Notices and Communications

A. Thank you from CCS

Thomas Hausman read a thank card from CCS, for selecting them to be the Owner's Representative for the Antioch Public Library District's Renovation and Expansion project. Flowers were also sent from CCS.

Thomas Hausman read a thank you letter from Library substitute, Alice Burnette, for flowers sent after a medical procedure.

VII. Library Director's Report

A. Overview of Reports

Jennifer Drinka said there is so much happening right now, but not a lot to report on. Jennifer said St. Ignatius Episcopal Church contacted her after reading about our Lit boxes (personalized book boxes) in the newsletter and donated all of the items for the Lit boxes for adults, tweens, teens, and children. They gave us bookmarks, energy drink packets for adults, sidewalk chalk and pencils for tweens, whistles and inspirational cards for teens with snacks and sticker sheets for children. Jennifer announced we officially have the collectionHQ software we discussed last month. Jennifer mentioned she had located the great niece of Mary Stanley, who was our first librarian, one hundred years ago, and she kept files on everyone in her family. Jennifer said now she has Mary Stanley's family's life story.

B. Covid-19 Reopening Plans

Amy Blue, the head of the Safety and Behavior Committee gave an overview on the Library's Covid-19 Reopening Plans. Amy reminded everyone we have gradually implemented different service policies during the pandemic for various things; different service hours, plexiglass on the desks, the wearing the masks. All of the things we now have to think about when we are going to roll them back. We have a plan for both staff and service modifications, and things that will never cease. We also are waiting for outside guidance for one of the last things to phase out. Some of the things that we are never going to phase out probably are curbside delivery, virtual programing, remote library cards, having staff call in when sick and using wipes frequently. Some of the things we have already phased out are we are no longer quarantining items; we have already gone back to the staff lounge and we are going back to offering the Board books. We will also be offering some in-person programming this summer, inside and outside programs.

C. Personnel Changes

i. Debbie Brinker, Children's Associate retirement

Jennifer Drinka announced Debbie Brinker, one of our longtime Children's Associates, has announced she is retiring. We are planning

to redistribute those hours instead of hiring someone new.

VIII. Public Comment

A. Board Corner

James Santi – No comments

Peter Mazzetta – No comments

Becky Masik – No comments

Ann Kakacek – No comments

B. Citizens' Comments

There were no comments from the citizens present.

C. Staff Comments

Becky Jacobson – No comments.

Kathy Deaner – No comments.

Amy Blue said she wants to say what a great job Jennifer Drinka is doing with this renovation. The Board is not here every day, she already has a full time job, and this renovation is like another huge full time job. In addition, she is so calm and cheerful all the time; Amy said she could not imagine how Jennifer is holding it together.

D. Friends' Report

Amy Blue said there is no Friends report but wanted to say they are not accepting donations now.

IX. Unfinished Business

A. Personnel Committee Report and Salary/Benefits Proposal

Head of the Personnel Committee, Ann Kakacek reported a number of items: the Committee recommends that we go with Blue Cross and Blue

Shield. It is more efficient. There is also an employee assistance program (EAP) called Curalinc for mental health benefits that the Committee recommends. Some key features to this program are:

- **Around-the-clock access to clinical support**
- **Short-term mental health counseling (in-person and telebehavioral)**
- **Digital mental health treatment options (text therapy, dCBT)**
- **Sub-clinical resources (work-life benefits, personalized coaching)**
- **Digital mental health navigation (Mental Health Navigator)**
- **Critical incident response services**
- **Training and organizational development**
- **Management consultations and referral coordination**
- **Strategic thought partnership (client services, communication and reporting)**

Ann continued with the Committee's recommended changes.

- **Increase Pages' wages by 9% to bring their minimum wage up from \$11 to \$12 per hour.**
- **Increase the pay of all other staff by 5% to maintain spacing between pay grades.**
- **Increase Brenda Martinez, Teen Assistant's hours from 20 – 24 per week.**
- **Increase Jaimie North, Maintenance Custodian's hours from 15.5 to 20 per week.**
- **Promote Gwen Shehorn, Children's Assistant, Children's Associate due to retirement with a 2% reduction in starting wage due to incomplete education requirements**
- **Redistribute 20 hours from retiring Children's Associate into additional hours for other Children's staff rather than filling vacancy.**
- **Fill vacancies and adjust hours in Adult Services:**
 - **Technology Instructor: Change from 24.5 hours to 20 hours.**
 - **Programming Coordinator: Change from 21 hours to 24 hours.**
- **Increase Kim Mirocko's pay 3.7%, which will move her to the top of her paygrade.**

Tom Hausman asked for a motion to accept the recommendations of the Committee for salary and benefits for the coming year. This is always

the biggest item that we have in the budget. While five percent might seem high to many people, we pay a lot less than comparable libraries. We are trying as best as we can over the coming years to compensate our hardworking staff on a scale similar to other comparable libraries. James Santi moved and Ann Kakacek seconded the motion to accept the recommendations of the Personnel Committee for salary and benefits for the coming year. On a roll call vote: Becky Masik, aye; Peter Mazzetta, aye; Ann Kakacek, aye; James Santi, aye; and Thomas Hausman, aye.

B. Appoint 2 Trustees for unexpired 2 year terms: sworn in in May

Thomas Hausman said our next item on the agenda is to appoint two trustees for unexpired two-year term to be sworn in in May. Tom said he would like, before we do that, to call an Executive Session of the Board to discuss the possible nominees for this. Tom entertained the motion to go into Executive Session to discuss nominees for the appointing of two people to be on the Board. James Santi moved and Ann Kakacek seconded the motion to go into Executive Session to discuss nominee appointees to the Board. On a roll call vote: Becky Masik, aye; Ann Kakacek, aye; Peter Mazzetta, aye; James Santi, aye; and Thomas Hausman, aye. The Board went into Executive Session at 7:45pm.

The Board returned to regular session at 7:52pm.

James Santi moved and Becky Masik seconded the motion to appoint Courtney Kotloski and Ann Kakacek for a two-year term starting in May. On a roll call vote: Peter Mazzetta, aye; Becky Masik, aye; James Santi, aye; Ann Kakacek, aye; and Thomas Hausman, aye. Ann Kakacek said she was honored and it is very nice to be on the Board again. Jennifer Drinka said she would contact Courtney. Jennifer Drinka mentioned she had emailed Susan Moore, Paul Hettich, and Chris Riter to set a date for their orientation.

C. Renovation & Expansion Committee

Becky Masik asked for Ryan LeFave of Studio GC and Marc Rogers of CCS to give an update on the project. Ryan reported we submitted our applications to the Village on Thursday, last week for the site plan

review and the special use permit PUD, which is required for some of the variances we are seeking for the project. We submitted it in time so that it should be added to the agenda for the Planning and Zoning Board hearing on May 13. Today, Studio GC kicked off Design Development, which is the next phase of our design process with the department heads of the Library. We discussed the current floor plans, took a first look at finishes and some furniture. This afternoon we outlined our scheduled future meetings with all the department heads so that we get down into the details of what we will need in our new public spaces as well as our back office areas. Marc Rogers with CCS added, besides the work he and Ryan have been doing with staff, at the committee meeting, it was determined that a good way to get community involvement or engagement in this process is to have an open house. The evening of Friday May 21 as well as Saturday, May 22, we plan to have a Renovation & Expansion open house at different time slots within those two dates targeted towards different areas of the community. There is a time slot to talk to business representatives from the community, a time slot to talk to families, a time slot to talk to children and a time slot to talk to teens. There will be some presentations and some type of tour to allow the public to see a little bit behind the curtain, behind the veil of what is going on in the design process. It will also allow the architects, the design team and the Board to hear some of the public comments. Marc continued by saying when you are presenting something and you are talking about it with the public, it is an open house. You are going to have a conversation. Moreover, intuitively, you are going to listen to the public comments and questions they ask or some of the comments they might have in response to images they are shown. That will allow the design team to take that information, process it and see if it is going to have an impact on the project. It is important to keep the public apprised of the progress we are making. As tight of a referendum as it was, we want to make sure that we have that goodwill, we want to keep building on that and really bring the success story of this project home. In two days, Jennifer is going to be speaking to the Rotary Club of Antioch and update them where we are in the process. Tom Hausman said somebody asked him why we need Village approval if we are our own taxing body. Marc replied because the Village has zoning authority over the properties within the Village, and so for the Library's property there are four different variances that this project would require. Ryan LeFave concurred with Marc. The Village is the authority having

jurisdiction when it comes to our building code review. The Village reviews everything. When we submit for a construction permit, that will be their team looking at it and they will have final sign off on it when it comes to inspections and things like that. This is just the normal process that you always have when you are doing a building project and you might need a variance or something like that from the beginning. Ryan continued every zoning district has certain requirements, we are within the Main Street transitional district, and they have certain ordinance requirements for it. Marc stated we did ask for a release from the fees. We had to pay \$10,650.00 this month to the Village for their review, but we did ask for some relief. There will be more fees to come as well. However, the fees have been built into the budget as part of this project. Becky Masik said that covers all the updates. The next Renovation and Expansion Committee meeting is scheduled for Thursday, May 6 at 7pm. Marc and Ryan left the meeting at 8:17pm.

X. New Business

A. Appoint Budget Committee & set meeting date

Tom Hausman said our next and last item on our agenda for tonight is to appoint a Budget Committee and set the meeting date. Tom appointed Becky, Ann and himself and asked Jennifer to invite the new Trustees to the Budget Committee meeting, as they will vote on it at the May Board meeting. The first Budget Committee meeting is set for Thursday, May 20 at 7pm.

XI. Closed Session if necessary

The Board went into Executive Session earlier in the meeting.

XII. Adjournment

James Santi moved and Ann Kakacek seconded the motion to adjourn at 8:29p.m. All voted aye.



Becky Masik, Secretary