



**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 30, 2021 at 7:05 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 (Eide Room), Kathy Deaner (Zoom), Amy Blue (Eide Room), Becky Jacobson (Zoom)**
- **Citizens: Ryan LeFave (Zoom), Rick McCarthy (Zoom), Marc Rogers (Zoom), Paul Darby (Eide Room), Dorothy McCarty (Zoom), Matt Baldassarre (Zoom), Susan Moore (Zoom), and Chad Holbrook (Zoom)**

James Santi moved and Ann Kakacek seconded the motion to change the agenda to have Rick McCarthy give the Board an update from Studio GC. All voted aye.

Rick stated he had a quick update from Studio GC. Rick reported Studio GC was busy with a lot of the interviews and preparations over this last month for Owner's Representatives and Ryan has been working hard on a floor plan, adjustments, meeting with staff and Jennifer regarding the staff areas of the library. Rick stated he has been concentrating on the architectural planning. Rick said he is looking at the balance of collection versus open space in the library so Studio GC can work with Jennifer and figure out what the optimum collection size should be. Rick said there are no deliverables to share tonight, as they are work in progress. At the next meeting, they should have some firmed up plans and a more formal design update to work with. Rick said that was all of their report for the night.

James Santi moved and Peter Mazzetta seconded the motion to change the agenda to move to Unfinished Business, item B. Renovation & Expansion Committee. On a roll call vote: Ann Kakacek, aye; Becky Masik, aye; Peter Mazzetta, aye; James Santi, aye; and Thomas Hausman, aye.

Becky Masik said the Renovation & Expansion Committee had interviews/meetings with three candidates for Owners Representatives last week for the building project. Becky reported her view of the strengths and weaknesses for each Owners Representatives:

CCS

Pros

- **Strong reports**
- **Public-facing progress dashboard**
- **Local employee**
- **Strong cost background**
- **Strong references**
- **Some work history with Studio GC**
- **Lower cost**

Cons

- **Less construction/contractor experience**

ICS

Pros

- **Strong construction/contractor background**
- **Large amount of experience working with Studio GC**
- **Strong references**
- **Work solely on libraries**

Cons

- **Weaker on reports**
- **Highest cost**
- **Busier until fall**
- **Very small firm**

Cotter

Pros

- Strong engineering background
- Proprietary database for reports
- Lowest cost
- Women-owned Business Enterprise
- Strong references
- Wide variety of experience on all types of projects, including much larger ones

Cons

- Less construction/contractor experience
- No work history with Studio GC

Becky Masik and Thomas Hausman asked to go around to each Board member and staff for their feedback before voting on an Owner's Representative for the building project.

James Santi – James said he was most impressed with ICS and their biggest achievement of working closely with Studio GC on several projects.

Ann Kakacek – Ann said she agreed with Jim. Her first choice would be ICS, then CCS and Cotter third choice. Ann said she felt strongly about the people with construction experience

Becky Masik – Becky said we have three great options and all would be good for the reasons she just reported. Becky said her personal choice would be CCS, Cotter and then ICS. Becky prefers the strong reporting options and managing the public-facing progress. Becky stressed again the Library would not go wrong with any of the three candidates.

Tom Hausman – Tom said after the Board members voted the night of the interviews he felt ICS was the strongest of the three with the most points, then CCS second and Cotter third. Tom said he was impressed by all three. Tom thought ICS would be the best fit for a small town.

Tom now asked the staff to weigh in with their feedback of the candidates.

Becky Jacobson – Becky said her thoughts were the same as they were last week. Becky said she understood the Owner's Representative would be a person that is going to report not only to the Board, but also to Jennifer and the staff. Becky said she was more heavily invested in CCS and Cotter because of the forward facing reports. Becky said she liked Cotter a little more than CCS because they had worked a variety of different side jobs and have

worked on a controversial job and assisted the organization through that process with their town. Communications with the township is very important. Becky stated she did not judge any of these based on who did or did not work with Studio S.G. She did not think that that was important because they are all professional companies and should have no problem working with whomever we choose. Becky's first choice is Cotter to better represent the Library.

Amy Blue – Amy said her first choice is now CCS. Amy agrees with Becky that it should not matter if the company worked with Studio GC. The company should work with everybody.

Kathy Deaner – *Kathy met each of the candidates as they entered the building prior to their interviews.* Kathy stated to everyone that Jennifer asked her to meet everyone, when they arrived and to bring each to the Eide room, for their interview to get her first impression. Kathy said she was not involved in the actual meetings nor was there during the interview process. Kathy said she did not dislike anyone but one company did impress her tremendously and stood out from the others and that was the first group that walked in, CCS. They were very personable and had a friendly interaction with the staff working that evening and came looking prepared to do business. Kathy explained if this Owner's Representative is going to be working with Jennifer on a daily basis at the Library, we are going to want someone who is going to be able to get along with and as personable as Jennifer. To me they seemed like a nice fit. Kathy said she was sure they all are qualified, but CCS stood out as a more likable group who would get along with everyone.

Jennifer Drinka – Jennifer said she really appreciates going over all this again with everybody. We have had a week to think about it and her mind has changed from what she thought last week. Jennifer said she appreciated hearing about the staff and what they had to say. Jennifer commented every company has different strengths and all have what we are looking for. Jennifer's concern with ICS is their time is busy until the Fall/November and we need somebody on board now strong and present to work on the phasing before we actually begin construction. Talking with Rick, we are looking for a mix of phasing expertise and the construction expertise. There is no doubt that ICS has the most expertise. They added the bonus things like the communications, the publicity, the reports, which she is also very much needing, Studio GC helps with that. Therefore, it is not the prime focus. The prime focus is on the architecture and the engineering. Jennifer said she also thought about who is the nicest to work with that she would be working with. Jennifer concluded the sum of all of these things is best in CCS. Jennifer

added our Head of Maintenance, Roy, will be on the committee soon and he is a construction/contractor expert. He will be able to give us insight as well.

Tom Hausman – Tom said he has changed his mind since last week. He went strictly with how the voting went and probably swayed some members thinking because of it. He apologized if he came off a bit pushy. Tom said he really wants a sense of consensus from the Board and even from the staff as to what we are going to do. Tom stated he now goes with CCS as first choice, ICS second and Cotter third.

Peter Mazzetta – Peter said he thinks we have a lot of good information to truly appreciate everyone's insight. Peter thinks experience is key and it sounded like ICS based on everyone's comments had the most. However, if their time frame does not work or coincide well with our time frame, that might be a big issue. Peter continued to say it seems like everyone else really did appreciate CCS's reports and being able to utilize those to the public and everyone was comfortable with their expertise in construction as well. Peter concluded that because ICS's timeline does not line up the best with ours, CCS could be the best choice for us.

Tom Hausman thanked everyone for his or her input. Tom said he feels that we have covered everything really well. Part of the reason this decision has been so very difficult is because these are just three strong companies and we are fortunate to have three strong companies to choose from. Tom stated he believes we have covered the relative strengths and weaknesses of everybody and are ready to vote for an Owner's Representative.

Becky Masik – CCS

Ann Kakacek - I am with Jennifer and Kathy. I would be happy with CCS for everything they said and especially Kathy Deaner, she is not easily impressed, but I like them too. They were my second choice from the get go, so it is easy for me to move them up to number one.

James Santi – James said he was still torn but looking at the facts afterwards, he has no problem going with CCS.

Peter Mazzetta – CCS then ICS

Tom Hausman – CCS, ICS, and then Cotter

Tom said it is the consensus of the Board to go with CCS as our Owners Representative and Jennifer, Becky, Amy and Kathy all think they would be a good fit for us as well. Tom said he is excited we can move forward with a consensus, with something that we can all agree upon. Tom asked Rick McCarthy from Studio GC if he had a problem with the selection. Rick

responded no. There are three strong candidates; we will work with whomever you select. Our job was to help you find strong candidates. We all will work together fine, no problem from our perspective.

Becky Masik moved and Ann Kakacek second the motion to offer CCS the contract to become our Owner Representative for the Renovation and Expansion of the Library. On a roll call vote: Ann Kakacek, aye; Peter Mazzetta, aye; James Santi, aye; Becky Masik, aye; and Thomas Hausman, aye.

The next two Renovation & Expansion Committee meetings have been scheduled for April 7 and April 22 at 7pm.

Studio GC left the meeting at 7:50pm.

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

James Santi moved and Peter Mazzetta seconded a motion to approve the February 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.

Peter Mazzetta moved and James Santi seconded a motion to approve the February 23, 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.

Ann Kakacek moved and James Santi seconded a motion to approve the February 11, 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.

III. Approval of Bills and Payroll

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

IV. Treasurer's Report

Peter Mazzetta stated there was \$1,316,179.30 in our four bank accounts at the end of business today. Peter also reported the fifth account for the bond proceeds has \$9,603,567.52. James Santi inquired if Peter knew how much interest is in there. Peter will check and report back.

V. President's Comments

Tom Hausman said he wanted to thank the Renovation & Expansion committee for all the work they have been doing. Tom extended his best wishes to all candidates for the election on the sixth, which is two weeks from now and said he hopes everybody has a good and happy Easter and those who are celebrating Passover, he hopes everything goes well.

VI. Notices and Communications

A. 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.

B. Letter from the Office of Lauren Underwood

Tom Hausman said there was a letter from Representative Lauren Underwood's office in their Board packet, in response to our letter about the post office system. Tom asked if anyone had any comments. None.

C. Thank you from Paula Williams

Tom Hausman read a thank you card from Paula Williams for a floral arrangement sent to her after the birth of her baby boy Breckin Williams on February 2, 2021.

D. Thank you from Guy Family

Tom Hausman read a thank you letter from the Guy family expressing their appreciation to the Library and friendly staff.

Tom Hausman read a thank you letter from Bernardi Securities for the opportunity to assist the Library District with our building project.

VII. Library Director's Report

A. Overview of Reports

Jennifer Drinka told the Board the tax extension came in yesterday and was due today. The tax extension is when we find out how much money we are going to bring in from taxes from the following year. This year it will be a \$78K increase over the current year. This is also the money from the referendum, the bond money, which has been added in. Jennifer said the 100th anniversary committee is working hard on some exciting activities to celebrate our 100th anniversary. They are going to start in May. Spring clean-up is going to be happening in the next couple of weeks on the grounds of the library.

B. Collection HQ software purchase

Jennifer told the Board she wanted to talk about purchasing this collection management software called collectionHQ. CollectionHQ from Baker & Taylor is the world leading collection performance improvement solution for public libraries. Interoperable with any Integrated Library System (ILS) and sold on an annual subscription basis, collectionHQ is delivered over the internet to provide public libraries with a set of powerful tools that support the collection management and development process. Jennifer said she and the staff went to a demonstration about collectionHQ. It would help us get rid of books that will not circulate and get books that will circulate. It is a powerful tool and it helps get the most for your money with your collection. It is something that our staff would love to have and helps us figure out which books to weed and which books to purchase. Jennifer said we would love it now in preparation for the building project, because we know we need to do some major weeding. There is a cost to it for the first year. If we sign up by the end of April, which Jennifer recommends, we would save a \$1500 implementation fee. The cost is \$7560 for the first year. If we decide to go with the extra

software, called E.S.P, (Evidence-based Selection Planning) which helps us look at the future and how to target our future spending, the cost for the next two years is \$9600. This software enables public libraries to select the right current and pre-published titles in the right quantities to the right location. Jennifer said this would come out of our operating budget and not the renovation monies. This company also has a feature called Sustainable Shelves Program where we could give a company our books that we want to get rid of and they will sell them and give the Library cash or credit.

James Santi moved and Ann Kakacek second the motion to purchase collectionHQ software for \$7550 the first year and the E.S.P. option of \$9600 for the next two years. James Santi asked if Jennifer was recommending that we do just the collectionHQ this year and then next year do the additional E.S.P. program. Jennifer said that was not required with the special pricing the first year if we sign up by the end of April, we get the E.S.P feature free. However, the next year it will be approximately \$2000 more which we would need to budget for it in this coming fiscal year. Jennifer said we would be signing on for a three-year contract to get this the price; otherwise, it would be well over \$10K. On a roll call vote: Peter Mazzetta, aye; Ann Kakacek, aye; Becky Masik, aye; James Santi, aye; and Thomas Hausman, aye.

C. Personnel Changes

There were no personnel changes.

VIII. Public Comment

A. Board Corner

James Santi – No comments

Peter Mazzetta – No comments

Becky Masik – Becky thanked everyone for his or her feedback for last week and today.

Ann Kakacek – Ann said she is pleased with the committee.

B. Citizens' Comments

Susan Moore said she appreciated the deliberation and comments she heard tonight. Good job.

C. Staff Comments

Becky Jacobson – No comments.

Kathy Deaner – No comments.

Amy Blue reminded the Board of the volunteer Zoom event this Thursday which everyone was invited to. Tom asked if he could pre-record a message for everyone because he has a previous appointment that day. Amy will work on that with Tom.

Jennifer Drinka – Jennifer said she really appreciates the teamwork between the staff and the Board and all the different people we are bringing into this building project. She think it is really shaping up to be a good team.

D. Friends' Report

Amy Blue reported the Friends' are going to be selling books on tables in the foyer Saturday, April 24.

IX. Unfinished Business

A. Selection of Owner's Representative

This was moved to the beginning of the meeting.

B. Renovation & Expansion Committee

This was moved to the beginning of the meeting.

C. COVID-19 Reopening Plans

Jennifer said our plans are to resume fall hours this coming Monday, April 5. It is in alignment with what the schools are doing as well. It is also National Library Week. The Circulation department is planning many cool activities. Their theme is ‘Welcome to your library’. Jennifer said the Safety and Behavior committee, which Amy is in charge of, will be meeting next week to talk about phasing out the various Covid changes we have put into place this last year. For example, staff taking their temperatures and some extra cleaning procedures. We have pages of procedures like this they are going to talk about and how to start phasing them out.

X. New Business

A. Resolution 21-5 Adopting a Disclosure Compliance Policy & Post-Issuance Tax Compliance Report

Peter Mazzetta moved and James Santi second the motion to adopt Resolution 21-5 Adopting a Disclosure Compliance Policy & Post-Issuance Tax Compliance Report. Jennifer Drinka explained the resolution. Jennifer said she has notes from Bernardi Security and Chapman and Cutler. Jennifer continued, this is another resolution that we have to pass that says we are going to comply with all the things that we need to do in order to have the bonds that we have. The disclosure policy is in this packet, is embedded in this resolution and we have a policy on tax compliance that was embedded in the bond ordinance that was approved last month. They are both to show there is certain requirements to meet annually in order to have the bonds. We need to reasonably expect to spend all the money in two years. There can be no long-term use of the building, which means more than 50 days. Jennifer said we have to complete and file an annual checklist, which she will do, and present it to the Board every year to make sure we are in compliance. Jennifer will give the Board the compliance report annually. All records that show how the money was spent and invested has to be kept forever and we need to give the annual audit to Bernardi Securities to file. On a roll call vote: Peter Mazzetta, aye; Ann Kakacek, aye; Becky Masik, aye; James Santi, aye; and Thomas Hausman, aye.

B. PMPER21: Voting Policy

Jennifer Drinka explained we keep updating our policies and this is just one that needed some general updating. This is saying employees can have two hours of unpaid leave to vote.

Becky Masik moved and James Santi seconded the motion to approve and adopt a Voting Time Policy, which will supersede the Voting Time Policy established in the Library District's Personnel Policy Manual and Employee Handbook, which were previously approved by this Board of Library Trustees. On a roll call vote: Peter Mazzetta, aye; Ann Kakacek, aye; Becky Masik, aye; James Santi, aye; and Thomas Hausman, aye.

C. Appoint Personnel Committee & set meeting date

The Personnel Committee will consist of James Santi, Ann Kakacek and Thomas Hausman with Ann Kakacek as Chair. The first meeting is scheduled for April 19, 2021. Jennifer will check with our insurance broker, Russe Warye for a specific time and report back to the committee.

D. Staff In-Service Day May 21, 2021 Closure

Jennifer told the Board she would like to have a staff in-service day on May 21 and asked the Board's permission to be closed to the public that day. Jennifer explained the first half of the day would be structured presentations through RAILS and the second half of the day would be more or less unstructured time for departments to meet. James Santi moved and Ann Kakacek seconded a motion to close the Library on May 21, 2021 for Staff In-Service Day. On a roll call vote: Ann Kakacek, aye; James Santi, aye; Peter Mazzetta, aye; Becky Masik, aye; and Thomas Hausman, aye.

XI. Closed Session if necessary

Closed session was not necessary.

XII. Adjournment

James Santi moved and Becky Masik seconded the motion to adjourn at 8:31p.m. All voted aye.



Becky Masik, Secretary

