



## **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, October 27, 2020 at 7:10 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**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner (Zoom), Amy Blue, Becky Jacobson, and Sam Langford**

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

**James Santi moved and Scott Zalatoris seconded a motion to approve the September 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.**

**Peter Mazzetta moved and James Santi seconded a motion to approve the September 3, 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.**

**James Santi moved and Peter Mazzetta seconded a motion to approve the September 10, 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 James Santi seconded a motion to approve the bills**



and payroll for the month of October 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 \$2,377,719.59 in our four bank accounts.

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

Thomas Hausman said he has several comments:

Tom thanked the Board, Staff and friends for the courageous work they have been doing this year. Tom also thanked the Maintenance staff for the work they did on striping the parking lot versus contracting a third party vendor. Tom commended the Eagle Scouts for the landscaping project they did.

#### **VI. Notices and Communications**

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**

Jennifer Drinka (dressed in Halloween costume) said the Library is open 85% of normal hours and we have reopened on Sundays as of October 4 keeping in mind we opened September 21 our expanded hours which was 79% of the time. Based on the percentage we have been open we should be down 69%. In September our door, count was down 65% from last year. Circulation was down almost 42%, Downloads were up 42%, Reference questions down 42% and program participation is at a record high because all programs are online and people are taking advantage of the online programming. Social media stats are going strong. We did 84 posts in September.

## **B. CARES Act Grant Application**

**It has been a busy and difficult month, Kathy Deaner and Suzanne Jones did a tremendous amount of work pulling together information for the CARES Act, which is for coronavirus relief. We are hoping to get back around \$24,000 of money we spent with staff home sick with Covid symptoms, laptops for staff to work from home, plexiglass shields for the library and other Covid related expenses. This was due the week of the audit.**

## **C. 2019-2020 Audit**

**The audit went well and Jennifer Drinka is very proud of the work we did keeping everything in order when we were out of the building a lot of the time due to the pandemic and working from home. We will not be receiving a Management Letter this year.**

## **D. Eagle Scout landscaping project**

**There are pictures in your Board packet from the Eagle Scout landscaping project led by Nathan Furlan. Jaimie North from our Maintenance department coordinated everything with them. The Eagle Scouts purchased all supplies.**

## **E. "Serving Our Public 4.0: Standards for Illinois Public Libraries"**

**Jennifer said sitting in front of each Board member is the new Standards book for Illinois Public Libraries along with a corresponding flash drive for digital content. Trustees need to review the entire book. Normally it would be due by the end of the year but there will be an extension this year on Per Capita Grant requirements.**

## **F. Personnel Changes**

**With remorse, Jennifer Drinka reported one of our long time substitutes of 20 years, Joy Brown, had passed away. We are not looking to fill that position right now. We have a Circulation position that we are working on filling. The position has been vacant for a while and we have felt the need to fill it.**

## **VIII. Public Comment**

### **A. Board Corner**

**James Santi asked how the presentation went after talking with the Village Board. Jennifer Drinka responded they seemed positive and received some thumbs up from people.**

**Scott Zalatoris said he had a conversation with the auditors and they were very complimentary to Jennifer and Kathy for all the work in compiling all of the documentation they asked for and was very happy. The final report should be ready in late November/December. Scott said the presentation to District 34 went very well. About 55 people attended.**

**Peter Mazzetta – No comments tonight.**

**Becky Masik says she knows it was a busy month for staff and wanted to thank everyone for the hard work and extra time they put in making sure all the presentations were staffed and getting the word out. Becky did a presentation with Oakwood Knolls and they seemed overwhelmingly positive, did not hear anything negative.**

### **B. Citizens' Comments**

**There were no citizens' comments.**

### **C. Staff Comments**

**Amy Blue said many patrons are coming in who really need our services. Jennifer Drinka said this time has been filled with lots of difficulties. The Library is her baby. She had to take Facebook off her iPad. She loves the Library and tries not to take the comments personally. There is a lot of positivity. Jennifer mentioned the winter newsletter and asked the Board if they would like to write the column she usually does regarding the referendum, regardless of what happens. The Board concurred to write a unified letter to be included in the winter newsletter. Scott Zalatoris moved and Becky Masik seconded a motion to meet on Tuesday, November 10 at the Library and/or via Zoom to draft a letter to be approved at the next regular Board**

meeting. On a roll call vote: Becky Masik, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; James Santi, aye; and Thomas Hausman, aye.

#### **D. Friends' Report**

Amy Blue reported the Friends' have been getting many donations in. They now have an EBay store.

### **IX. Unfinished Business**

#### **A. Pandemic Response Procedures**

Scott Zalatoris moved and Peter Mazzetta seconded a motion to accept the revised Pandemic Response Procedures. Jennifer Drinka says she is following closely what other libraries are doing and if the Governor declares a stay at home order. On a roll call vote: Becky Masik, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; James Santi, aye; and Thomas Hausman, aye.

#### **B. APLD Letter to Lauren Underwood re: U.S. Postal Service**

Scott Zalatoris moved and James Santi seconded a motion to approve and send the letter to Congresswoman Underwood regarding the U.S. Postal Service and the Library. On a roll call vote: Becky Masik, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; James Santi, aye; and Thomas Hausman, aye.

#### **C. Library Director's Annual Evaluation**

Tom said everyone has received the Library Director's annual evaluation to fill out and return to the Library's mailbox for Tom to collect. The evaluation will be at the next regular Board meeting in a closed session.

#### **D. Petition Packets for Library Board Trustees**

Tom said the petition packets for Library Board Trustees are now available for pickup at the Library.

**X. New Business**

**A. Appendix K: Loan Periods & Service Fees**

**Scott Zalatoris moved and Peter Mazzetta seconded a motion to accept Appendix K: Loan Periods & Service Fees. Jennifer Drinka highlighted there was one change added to cap overdue fines at \$25. On a roll call vote: Becky Masik, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; James Santi, aye; and Thomas Hausman, aye.**

**B. Levy Ordinance 20-6**

**Scott Zalatoris moved and James Santi seconded the motion to approve Levy Ordinance 20-6. On a roll call vote: Peter Mazzetta, aye; Becky Masik, aye; Scott Zalatoris, aye; James Santi, aye; and Thomas Hausman, aye.**

**C. Certification of Compliance with the Truth in Taxation Act**

**James Santi moved and Scott Zalatoris seconded the motion to certify our Compliance with the Truth in Taxation Act. On a roll call vote; Becky Masik, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; James Santi, aye; and Thomas Hausman, aye.**

**D. Ordinance of determining the financing of certain library improvements in and for the District 20-7**

**Jennifer Drinka explained this is the final and official Ordinance for financing for the referendum. Scott Zalatoris moved and Becky Masik seconded the motion to approve Ordinance 20-7 of determining the financing of certain library improvements in and for the District. On a roll call vote: James Santi, aye; Scott Zalatoris, aye; Peter Mazzetta, aye; Becky Masik, aye; and Thomas Hausman, aye.**

**XI. Closed Session if necessary**

**There was no closed session.**

**XII. Adjournment**

**James Santi moved and Scott Zalatoris seconded the motion to adjourn at 8:20 p.m. All voted aye.**



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**Becky Masik, Secretary**

