



**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, May 25, 2021 at 7:01 p.m. in the Eide Room at the library.

Present:

- **Library Board Members: James Santi, Ann Kakacek, Peter Mazzetta, and Thomas Hausman**
- **Absent Board Members: Becky Masik**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, and Becky Jacobson**
- **Citizens: Joseph Hettich, Graham Harwood, Marc Rogers, Ryan LeFave, Paul Hettich, Courtney Kotloski, Susan Moore and Chris Riter**

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

A. Peter Mazzetta moved and Ann Kakacek seconded a motion to approve the April 27, 2021 Board Meeting Minutes of the Antioch Public Library District Board of Trustees Meeting. James Santi, Peter Mazzetta, Ann Kakacek, and Thomas Hausman all voted aye.

James Santi moved and Peter Mazzetta seconded a motion to approve the April 27, 2021 Closed Session Minutes. James Santi, Peter Mazzetta, Ann Kakacek, and Thomas Hausman all voted aye.

Peter Mazzetta moved and James Santi seconded a motion to approve the April 7, 2021 Renovation & Expansion Committee Minutes. James Santi, Peter Mazzetta, Ann Kakacek, and Thomas Hausman all voted aye.

Ann Kakacek moved and Peter Mazzetta seconded a motion to approve the April 22, 2021 Renovation & Expansion Committee Minutes. James

Santi, Peter Mazzetta, Ann Kakacek, and Thomas Hausman all voted aye.

James Santi moved and Peter Mazzetta seconded a motion to approve the April 19, 2021 Personnel Committee Minutes. James Santi, Peter Mazzetta, Ann Kakacek, and Thomas Hausman all voted aye.

B. Swearing in of new trustees

Thomas Hausman asked Jennifer Drinka to lead Ann Kakacek, Paul Hettich, Courtney Kotloski, Susan Moore and Chris Riter in the recitation of the Oath of Office. Jennifer swore in the new Trustees.

C. Adjournment of outgoing Board sine die

Thomas Hausman asked for a motion to adjourn sine die. Ann Kakacek moved and Susan Moore seconded a motion to adjourn sine die. All voted aye.

D. Seating of new Board

New Board trustees Paul Hettich, Courtney Kotloski, Susan Moore and Chris Riter were seated with James Santi and Peter Mazzetta vacating the table.

E. Call to order/attendance

Present:

- **Library Board Members: Paul Hettich, Ann Kakacek, Courtney Kotloski, Susan Moore, Chris Riter and Thomas Hausman**
- **Absent Board Members: Becky Masik**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue and Becky Jacobson**
- **Citizens: Peter Mazzetta, James Santi and Joseph Hettich**

F. Appointment of President Pro tem

Current President Thomas Hausman asked Ann Kakacek to act as President Pro tem during nominations for the Board President. Chris Riter moved and Paul Hettich seconded a motion to recommend Ann

Kakacek as President Pro tem. All voted aye.

G. Election of Board Officers

President Pro tem then announced nominations are now in order for the office of Board President to serve a two-year term. It was stated by President Pro tem Kakacek that any Board member could make nominations, including self-nominations. A second is not required. Ann Kakacek said, "I nominate Thomas Hausman to serve as Board President." President Pro tem asked if there were any more nominations. There was none. Ann Kakacek said, "Hearing no other nominations, the nominations for the Office of President are now closed." Chris Riter moved and Paul Hettich seconded the motion to nominate Thomas Hausman to serve as Board President for a two-year term. On a roll call vote: Paul Hettich, aye; Susan Moore, aye; Chris Riter, aye; Courtney Kotloski, aye; Thomas Hausman, aye; and Ann Kakacek, aye.

Thomas Hausman then announced nominations are now in order for the office of Board Vice-President to serve a two-year term. Again, it was stated that any Board member could make nominations, including self-nominations. A second is not required. Courtney Kotloski said, "I nominate Paul Hettich to serve as Board Vice-President." Thomas Hausman asked if there were any more nominations. Chris Riter said, "I nominate Susan Moore to serve as Board Vice-President." Thomas Hausman said "For clarification, those nominated for Board Vice-President are: Paul Hettich and Susan Moore." Thomas Hausman asked if any of the nominees would like to make a statement. Both Susan and Paul said they were willing to serve the Board in any capacity. Thomas Hausman went around the room to each Board member for a motion to nominate Board Vice-President: Ann Kakacek, Paul; Courtney Kotloski, Paul; Chris Riter, Paul; Susan Moore, Paul; and Thomas Hausman, Paul. Paul Hettich is Board Vice-President.

Thomas Hausman then announced nominations are now in order for the office of Board Secretary to serve a two-year term. It was stated that any Board member could make nominations, including self-nominations. A second is not required. Ann Kakacek said, "I nominate Susan Moore to serve as Board Secretary." Thomas Hausman asked if there were any more nominations. There was none. Thomas Hausman said, "Hearing no other nominations, the nominations for the Office of Secretary are now

closed.” Courtney Kotloski moved and Paul Hettich seconded the motion to nominate Susan Moore to serve as Board Secretary for a two-year term. On a roll call vote: Chris Riter, aye; Courtney Kotloski, aye; Ann Kakacek, aye; Paul Hettich, aye; Susan Moore, aye; and Thomas Hausman, aye.

Thomas Hausman then announced nominations are now in order for the office of Board Treasurer to serve a two-year term. Thomas stated that any board member could make nominations, including self-nominations. A second is not required. Ann Kakacek said, “I nominate Becky Masik to serve as Board Treasurer.” Thomas Hausman asked if there were any more nominations. Thomas Hausman said, “Hearing no other nominations, the nominations for the Office of Treasurer are now closed.” Ann Kakacek moved and Paul Hettich seconded the motion to nominate Becky Masik to serve as Board Treasurer for a two-year term. On a roll call vote: Susan Moore, aye; Chris Riter, aye; Courtney Kotloski, aye; Ann Kakacek, aye; Paul Hettich, aye; and Thomas Hausman, aye. Becky Masik is the new Board Treasurer.

H. Thank outgoing members

Thomas Hausman and Jennifer Drinka asked Peter Mazzetta and James Santi to please stand. Thomas expressed his thanks, on behalf of the Board of Trustees and the Antioch Public Library District, to Peter Mazzetta and James Santi for serving on the Board of Trustees and presented them each with a gift. James Santi thanked everyone and said you have a wonderful Director and staff. Do not be shy about bringing up your opinion and asking questions and read the Board packet. Peter Mazzetta said he might be moving over the border, which is part of the reason he did not run again. Peter thanked everyone, said it was a pleasure working with you, and echoed what Jim said. Everyone is very well prepared here and any time you do have a question, feel free to ask him or her. They are going to get you the answers, read your package and honestly, you will learn a lot. Peter said to keep up the good work and keep the construction going as planned. Peter Mazzetta and James Santi left the meeting at 7:30p.m.

In the absence of Board Treasurer, Becky Masik, Thomas Hausman appointed Ann Kakacek temporary Treasurer Pro-tem.

Thomas Hausman moved item C. Personnel Changes next on the agenda.

i. Teri Burton (20-year award)

Thomas Hausman on behalf of the Antioch Board of Trustees thanked Teri Burton, Circulation Assistant, for 20 years of service. Tom presented Teri with a certificate for 20 years of outstanding service and a check for \$200. Everyone present applauded Teri.

III. Approval of Bills and Payroll

Susan Moore moved and Courtney Kotloski seconded a motion to approve the bills and payroll for the month of May 2021. On a roll call vote: Paul Hettich, aye; Ann Kakacek, aye; Courtney Kotloski, aye; Chris Riter, aye; Susan Moore, aye; and Thomas Hausman, aye.

IV. Treasurer's Report

Ann Kakacek, as Treasurer Pro-tem, read the Treasurer's report prepared by former Board Treasurer, Peter Mazzetta. At end of business day today, in the four operating accounts there was a total of \$1,147,935.67. There was a property tax distribution received for \$141,928.63 on May 20, 2021 and the Renovation account has \$9,578,298.05.

V. President's report

Thomas Hausman stated in two years his term will be over and he has no intention, at this time, of rerunning. Tom said he has been on the Board for 16 years and thinks younger people need to take over and as he looks around, he sees many younger people. Tom said he would like to see the Renovation & Expansion project completed by May 2023, and urged everyone to do everything in his or her power to make that happen. Tom said it would be nice for him to say he helped get the Library in better shape before he leaves with the renovation. Tom explained to the new Trustees, the way he likes to run the meetings is where he usually does less of the talking and more of collaboration. Tom commented he kept using a term during the whole process to get the referendum point out. The word 'endeavor'. *"Endeavor is something that we try to do and we work hard and we work at and work at until it gets done, no matter how impossible it seems. Many people said a year ago that we would not have passed this referendum. A number of people who are*

sitting in this room, serving on the Board were very helpful in getting that referendum. Each in his or her own way. As long as we continue to work towards a common goal and don't give up until we're done..... I'm grateful that I can continue to serve. However, I know when it is time to quit. So thank you and we will work together."

VI. Notices and Communications

A. Dog's Ear Staff E-Newsletter

Thomas Hausman stated a copy of the staff's E-newsletter was in their Board packet.

Jennifer Drinka said she received an email today from Bernardi Securities inviting the Board to a golf tournament and asked anyone who is interested to let her know.

VII. Library Director's Report

A. Overview of Reports

Jennifer Drinka said she would be meeting with the new trustees to give their/your orientation in June. Jennifer said she likes to highlight some items during her overview of reports. Jennifer reported she is noticing some statistics are starting to return to pre-Covid levels. The physical circulation of items in the building are going up and interestingly, for the first time now, downloads are starting to go back down. People are coming in and checking out physical things more and more. Reference questions are going up as well. Everything is starting to move in the right direction. Jennifer also reported Amy just had the Library's first in-person program, a book discussion on the veranda outside. Eleven patrons attended. We also received many good patron comments, especially about National Library Week, which was organized by the Circulation department for the first time. Jennifer said our in-service day was Friday and it was amazing because we had about 50 staff, which the in-service committee set up having some staff in this room, staff were upstairs, staff were in the boardroom, and some staff were Zooming from home. It was a success and Jennifer thanked the Committee, I.T. staff, Admin staff and Maintenance staff for making it happen in such a strange hybrid of way.

B. COVID-19 Reopening Plans

Jennifer told the Board in their Board packets was the COVID-19 reopening plans. Jennifer said everything is starting to move in a positive direction. Jennifer reported we still have full time staff working one day a week at home. We had purchased laptops for all of our full time staff and some part time staff during the pandemic. We have changed masks required to masks preferred. We have stopped quarantining materials. We are starting programs up again but are holding off on room reservations for now. We are still going to keep the shields on the desks. There are also several things we are never phasing out; offering remote library cards, curbside pickup, virtual programming, and we are still waiving the overdue fines. Susan Moore inquired about the fines free program. Jennifer responded it is a pretty big movement in public libraries all across the country and they have not seen a big impact by people not returning items because they are still charged the cost of lost items and patrons cannot checkout items if they do not return them.

C. Personnel Changes

- i. Teri Burton (20-year award)

This was moved up earlier in the meeting.

- ii. Gayle Florian, Adult Associate resignation

Jennifer stated Gayle Florian; one of our Adult Associates has resigned. Gayle helped run our Summer Reading Program. Amy currently has three vacancies in Adult Reference, which we need to start filling.

VIII. Public Comment

A. Board Corner

- Paul Hettich – Look forward to this new position. He said he will take time to observe then get more involved.
- Ann Kakacek – Loves reading the patron comments and encourages the new Board members to read them.
- Courtney Kotloski - Really grateful and excited to be here. There is a lot of opportunity to connect senior services with the Library.

There is a lot we can do together.

- **Chris Riter – Looking forward to observe and learn the process.**
- **Susan Moore - Happy to be here and excited to begin the journey through these four years.**

B. Citizens' Comments

There were no citizens' comments.

C. Staff Comments

Becky Jacobson mentioned the social media comments are still coming in. People are responding and sharing posts. Social media exploded last April and we were overwhelmed. It has since settled down a little as patrons are coming in more and checking out materials but it is still strong. Becky also reported since this is the Library's 100th anniversary, we were chosen to be the Grand Marshall for the Fourth of July parade. Becky asked if any Board member would like to be a part of the parade with the Library to let her know. She is looking into possibly getting antique cars for them to ride in. Staff will be walking carrying a banner. Tom Hausman said he would participate.

Kathy Deaner said to Susan Moore she will be working with her regarding the monthly Board Minutes.

Jennifer Drinka told the Board she would be on vacation next week.

D. Friends' Report

Amy Blue reported the Friends would be having their Fall Book Sale the second weekend in September.

IX. Unfinished Business

A. Renovation & Expansion Committee Report & schedule next meeting

Ryan LeFave said we are in our design and development phase. We have met with all the staff and developed the design and now we have sent it off to our estimator. The next time we come before the Board will have a design to present and we will make any adjustments we need to based on the estimate. Marc Rogers said we have sent special use

applications to the Village. They went before the Planning & Zoning Board and was recommended for approval. The next step in that process is for the Village Board to see it and to give final approval. We anticipate that it will go before the Village Board on June 14. Jennifer Drinka said last weekend was the Open Houses, 54 people attended. We had prizes, snacks and games. Jennifer reported people showed the most interest in the Maker Studio Board. They liked the idea of DIY projects the best and podcasting. In the Business Area, people were interested in private studying. They are most interested in talking over coffee and in the Children's area, most were interested in art projects. Marc Rogers said the next step is to bring these comments to the Renovation Committee. Tom Hausman said we need volunteers to join the Renovation & Expansion Committee since Jim Santi has left the Board and he was a member of the Committee. Tom said Becky Masik is the Chair of the Committee and he wants to remove himself as a voting member of the Committee. Tom will continue to voice his opinion but would rather not vote. Susan Moore and Courtney Kotloski volunteered to be on the Committee and Paul Hettich said he is interested as well. Tom stated the Committee members are Courtney Kotloski, Susan Moore, Becky Masik and Ann Kakacek. Ann stated anyone could come to any meeting. The next meeting is scheduled for Tuesday, June 22 at 6pm. Marc said looking at the project just in terms of dollars and cents we are tracking the budget to provide updates. Marc reported as of right now, \$741K has been committed in order to sign contracts with consultants and all expenses paid to the Village as part of the process. Of the \$741K, \$38,500 has been invoiced. The bulk of the commitments will be at the general contracting stage as well as the first stage.

X. New Business

A. 2021-2022 Tentative Budget and Appropriation

Chris Riter moved and Paul Hettich seconded a motion to pass the 2021-2022 Tentative Budget and Appropriation. On a roll call vote: Susan Moore, aye; Chris Riter, aye; Courtney Kotloski, aye; Ann Kakacek, aye; Paul Hettich, aye; and Thomas Hausman, aye. The final budget to be approved in August.

B. Ordinance 21-2, Non-Resident Fee

Jennifer Drinka explained the process by which we calculate our non-resident fee to the Board. We look at our total revenue and then divide that by the latest census population. Then we multiply that amount by what the census says is the average family size in our district. Ann Kakacek moved and Susan Moore seconded a motion to accept Ordinance 21-2, Non-Resident Fee. On a roll call vote: Susan Moore, aye; Chris Riter, aye; Courtney Kotloski, aye; Ann Kakacek, aye; Paul Hettich, aye; and Thomas Hausman, aye.

C. Ordinance 21-3, Meeting Dates

Courtney Kotloski moved and Chris Riter seconded a motion to accept Ordinance 21-3, Meeting Dates. On a roll call vote: Paul Hettich, aye; Ann Kakacek, aye; Courtney Kotloski, aye; Chris Riter, aye; Susan Moore, aye; and Thomas Hausman, aye.

XI. Closed Session if necessary

Jennifer Drinka explained that you do not need to go into a closed session and there are only certain reasons allowed. The reasons are to discuss employment, salaries or real estate. A closed session was not necessary.

XII. Adjournment

Susan Moore moved and Paul Hettich seconded the motion to adjourn at 8:27 p.m. All voted aye.



Susan Moore, Secretary