



**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, June 29, 2021 at 7:01 p.m. in the Phyllis Ann Kakacek Board Room at the Library.**

**Present:**

- **Library Board Members: Chris Riter, Becky Masik, Susan Moore, Ann Kakacek, Courtney Kotloski (Courtney arrived 7:04pm), and Thomas Hausman**
- **Absent Board Members: Paul Hettich**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, Becky Jacobson, and Sam Langford**
- **Citizens: Ryan LeFave (Zoom), Marc Rogers, and Graham Harwood**

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

**Ann Kakacek moved and Chris Riter seconded a motion to approve the May 2021 Minutes of the Antioch Public Library District Board of Trustees Meeting. Thomas Hausman asked for a roll call vote: Becky Masik, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; and Thomas Hausman, aye.**

**Chris Riter moved and Becky Masik seconded a motion to approve the May 6, 2021 Renovation & Expansion Committee Minutes. Thomas Hausman asked for a roll call vote: Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; Chris Riter, aye; and Thomas Hausman, aye.**

**Susan Moore moved and Chris Riter seconded a motion to approve the May 20, 2021 Budget Committee Minutes. Thomas Hausman asked for a roll call vote: Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman, aye.**

### **III. Approval of Bills and Payroll**

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

### **IV. Treasurer's Report**

**There was no Treasurer's Report. Jennifer Drinka mentioned a property tax disbursement was received this afternoon for \$423,050.54.**

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

**Thomas Hausman welcomed everyone to the Board Room. Tom told everyone it has been a long time since we have been in here. This is the Phyllis Ann Kakacek Board Room. Named in honor of our member who was the President of this Board for 35 years. Chris Riter asked if the Board Room was remaining the Phyllis Ann Kakacek Boardroom after the renovation. The room names have not been finalized. There was discussion with Ann as to whether she had a preference of rooms. She did not. Tom said he was very happy to be working with all of the Board members and they make a good Board.**

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

**There were no Notices and Communications**

### **VII. Library Director's Report**

#### **A. Overview of Reports**

##### **i. 4<sup>th</sup> of July Parade**

**Jennifer Drinka gave a quick updates for the month then turned it over to Becky Jacobson to talk about the parade. Jennifer reported most of the furniture, has gone back on the public floor. We have taken the plastic chairs off the floor with the exception of the Children's Department. Nikki Cogswell, our Head of Children's, has been talking with other children's librarians in the area. None of the libraries are putting out the toys and children touchable things until children**

are vaccinated. Nikki is watching it very closely and has made a pact with the local libraries that if they decide to put things back on the floor, or if we do, we would let each other know. Jennifer said on July 1 we are going to allow people to reserve the Board Room and the Spiering Room again. We are in the works to have patrons be able to reserve the rooms themselves via the website. We are resuming talks with District 34 about an intergovernmental agreement (IGA). Jennifer said all the Trustee orientations are complete. Amy and Jennifer have been interviewing for the Adult Reference Associate and the Adult Program Coordinator positions, and made an offer today for one. The library has been busier with patrons, you can see people coming in and out all day and staff have been busy with the plans for the building project. The Summer Reading Program is underway. It started on June 5 and so far, 607 people signed up: 29 Staff, 259 Children, 43 Teens and 276 Adults. Jennifer told the Board Paula and Roy are starting to work on getting rid of the things that we are not going to bring into the building. They have started to gather furniture and things we know for sure we are not going to use, we are working with other libraries first to sell to them, and then we are going to an auction house. Jennifer then asked Becky Jacobson to talk about the upcoming Fourth of July parade. Becky reminded the Board that the Library was asked to be Grand Marshal this year because of our 100<sup>th</sup> anniversary. Becky told the Board Raymond Chevrolet was kind enough to loan the Library a couple of trucks for the parade. Becky went over the parade route, which is new this year, with the Board and asked who, if any, would be interested in riding in the Parade on behalf of the Library. Becky asked for those who are interested to be dropped off at the high school at 9:45am. The parade should start around 10am and take around 45 minutes. There was much discussion about when to pick up the trucks and where to meet. Tom Hausman, Becky Masik, and Susan Moore volunteered to join the parade along with Jennifer Drinka, Becky Jacobson and several library staff.

## **B. Personnel Changes**

### **i. Kathy Deaner (10-year award)**

Tom Hausman, on behalf of the Board and staff of the Antioch Public Library District thanked Kathy Deaner, Business Manager, for 10 years of service and presented her with a Certificate of Appreciation for ten years of outstanding service along with a check for \$100. Everyone in attendance applauded.

**ii. Kim Palansky (10-year award)**

**Kim Palansky was not able to attend the Board meeting so Jennifer Drinka will present Kim with her Certificate of Appreciation for ten years of outstanding service along with a check for \$100.**

**VIII. Public Comment**

**A. Board Corner**

**Ann Kakacek – No comments**

**Becky Masik – Liked this month’s ginger snap cookies.**

**Chris Riter – No comments**

**Courtney Kotloski – No comments**

**Susan Moore - I was reading all the staff comments from the in-service day training, and they were so positive and they especially like this Reaching Forward session. I do not know what that was all about, but they said how informative it was and gave them a new perspective. It was exciting to read that. In addition, just a small note, I did have a molasses cookie. I thought they were delicious.**

**B. Citizens’ Comments**

**There were no comments from the citizens present.**

**C. Staff Comments**

**There were no staff comments.**

**D. Friends’ Report**

**Amy Blue said the Friends were going to start accepting donations on Thursday, July 1.**

## **IX. Unfinished Business**

### **A. Adoption of Fines Free Service Model**

**Tom Hausman told the Board we have been discussing going fines free for quite a while now and there is a movement across the country for this. Jennifer Drinka added we have also been fines free all during Covid-19. However, even though we have been fines free for a long time, we would like an official motion from the Board that we are no longer going to charge fines starting July 1 then we can get the word out about it. Jennifer added the reason why it is happening nationally and why we are doing this is to make things more fair and equitable for all people. It is something pretty progressive that libraries are doing something about. Susan Moore moved and Chris Riter seconded a motion for the Adoption of Fines Free Service Model at Antioch Public Library District. On a roll call vote: Becky Masik, aye; Courtney Kotloski, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; and Thomas Hausman, aye.**

### **B. Renovation & Expansion Committee Report**

**Becky Masik reported we met last week to get the updated budget and we voted as a committee to recommend approving the budget to the Board. Becky turned the meeting over to Marc Rogers with CCS to report on the updated budget. Included in the Board packets and attached to these Minutes is CCS's monthly Renovation & Expansion project report to the Board.**

#### **1. APLD Board Action Requested**

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**Board Approval is requested to proceed to 50% Construction Documentation with a total project budget of \$9,613,578.**

#### **A. Progress Update**

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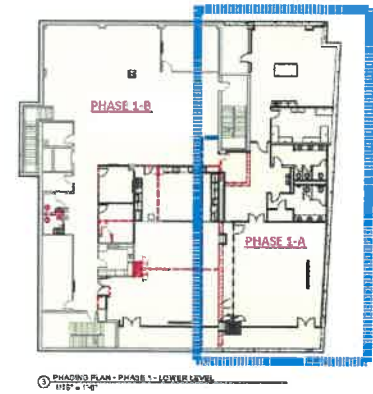
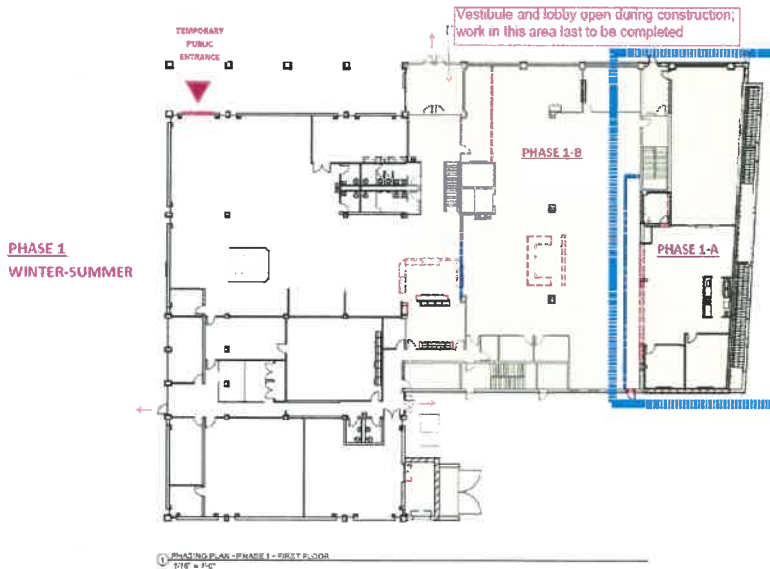
1. Stakeholder Meetings were held:



### 3. Construction is planned to be completed in two main phases.

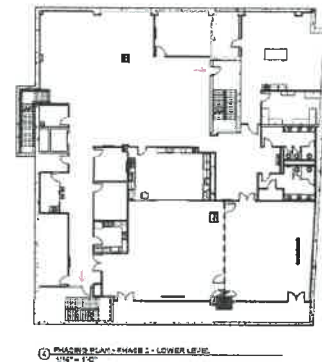
#### Phase 1 – East Half of the Building

- Phase 1A – Shell and Core of the Addition
  - Area within the blue boxes below.
  - The existing Library remains substantially open for use during this phase.
- Phase 1B – Interior Renovation / Build-Out of the East Half of the Building



>>Close library between phases for boiler room work<<

#### Phase 2 – West Half of the Building



### C. Project Budget Summary

#### 4. The Total Base Project Budget correlates to Project related revenues = \$9,613,578

Revenues Summary				
	6/23/2021 Budget \$ (a)	Commitment \$ To Date (b)	Received \$ To Date (c)	Remaining \$ Balance (=a-c)
9-10: Bond Issuance				
9-10.1: General Bond Income	\$9,603,578	\$9,603,578	\$9,603,578	\$0
9-20: Library Funds				
9-20.1: Interest	\$10,000	\$700	\$700	\$9,300
<b>Project Related Revenue Totals</b>	<b>\$9,613,578</b>	<b>\$9,604,278</b>	<b>\$9,604,278</b>	<b>\$9,300</b>

Expenditures Summary				
	6/23/2021 Budget \$ (a)	Commitment \$ To Date (b)	Expenditure \$ To Date (c)	Remaining \$ Balance (=a-c)
9-000: Land Cost				
9-000.1: Land Cost	\$0	\$0	\$0	\$0
<b>9-000: Land Cost Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
9-100: Hard Costs				
9-100.1: Building Construction	\$7,257,206	\$0	\$0	\$7,257,206
9-100.2: Environmental Remediation	\$0	\$0	\$0	\$0
9-100.3: Site Utilities	\$42,500	\$0	\$0	\$42,500
<b>9-100: Hard Costs Total</b>	<b>\$7,299,706</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,299,706</b>
9-200: Soft Costs				
9-200.1: Permitting and Zoning Fees	\$146,645	\$11,250	\$11,250	\$135,395
9-200.2: Consultant Fees	\$792,177	\$728,017	\$84,356	\$701,071
9-200.3: Fixtures, Furnishing & Equipment	\$1,062,500	\$0	\$0	\$1,059,500
9-200.4: Moving Costs	\$65,000	\$0	\$0	\$65,000
9-200.5: Legal Costs	\$7,500	\$3,883	\$3,883	\$3,617
9-200.6: Owner Insurance Costs	\$30,000	\$0	\$0	\$30,000
9-200.7: Financing Costs	\$0	\$0	\$0	\$0
9-200.8: Other Owner Soft Costs	\$10,000	\$2,158	\$2,158	\$7,842
<b>9-200: Soft Costs Total</b>	<b>\$2,113,822</b>	<b>\$745,307</b>	<b>\$101,647</b>	<b>\$2,002,425</b>
9-300: Contingency				
9-300.1: Owner Contingency	\$200,050	\$0	\$0	\$200,050
<b>9-300: Contingency Total</b>	<b>\$200,050</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,050</b>
<b>Project Expenditure Totals</b>	<b>\$9,613,578</b>	<b>\$745,307</b>	<b>\$101,647</b>	<b>\$9,502,181</b>

In consultation with APLD Staff and the Renovation & Expansion Committee the items listed below will be tracked as alternates to the base project. These items are not included in the budget above.

1. AV and IT equipment currently planned for inclusion within APLD's operating budget.
2. New finishes in the mechanical, storage and stair rooms.
3. Conversion of the lower level toilet rooms to a quiet room.
4. Nanawall (specialty sliding) door between the lower level maker space and meeting rooms.
5. Office build-out in the existing maintenance space.
6. Full length exterior entry and book return canopies.
7. Impact glazing at the east façade of the building.
8. Card reader door system upgrade.
9. Garden walk (west side) paver path.
10. Tubular skylights to the lower level.
11. New Shelving in lieu of reusing existing.



5. Studio GC will coordinate the design team's efforts in developing 50% Construction Documents (CDs).
  - o The 50% CDs will go through another round of cost estimating to ensure the project remains on track with the budget.
  - o The 50% CDs and associated cost estimating is anticipated to be completed in August 2021.
6. A/V and IT design will proceed.
7. Interior design (furniture and finishes) will further developed.
8. General Contractor Pre-qualification requirements will be developed.
9. **In August 2021 a report including, budget, schedule and 50% CD design updates will be provided to the APLD Board with a request to proceed to 100% CDs.**

**Ryan LeFave then gave a Power Point presentation on how the design is now looking for the renovated building. Becky Masik asked Ann Kakacek if she planned to do a construction update in the next newsletter. Ann responded she was. Tom told the new Trustees he would like each of them to write a column in upcoming newsletters introducing themselves and giving Library updates. Courtney Kotloski volunteered to write for the next newsletter. Becky Masik said there would be no Renovation & Expansion Committee meeting in July.**

**C. Capital Improvement Project: Approval to proceed to 50% Construction Documentation with a total project budget of \$9,613,578**

**Becky Masik moved and Courtney Kotloski seconded a motion, upon the recommendation of the Renovation & Expansion Committee, to proceed to 50% Construction Documentation with a total project budget of \$9,613,578. On a roll call vote: Courtney Kotloski, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman, aye. Ryan LeFave, Graham Harwood, and Marc Rogers left the meeting at 8:11pm.**

**X. New Business**

**A. Appendix C: Adult Services Associate: Program Coordinator**

**Jennifer Drinka said Amy Blue had revised some job descriptions. Becky Masik moved and Ann Kakacek seconded a motion to adopt**

**Appendix C: Adult Services Associate: Program Coordinator. On a roll call vote: Courtney Kotloski, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman, aye.**

**B. Ordinance for Building Fund 21-4**

**Jennifer Drinka explained the Ordinance for the Building Fund, by law, needs to be published in the newspaper annually. Chris Riter moved and Susan Moore seconded the motion to adopt Ordinance for Building Fund 21-4. On a roll call vote: Becky Masik, aye; Courtney Kotloski, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; and Thomas Hausman, aye.**

**C. Set Date of Budget and Appropriation Hearing: 8/31/21, 7pm**

**Becky Masik moved and Chris Riter seconded a motion to have the Budget and Appropriation Hearing set for 8/31/21 at 7pm. All voted aye.**

**D. Appoint Secretary's Audit Committee**

**Susan Moore and Chris Riter volunteered to be on the Secretary's Audit Committee. Kathy Deaner and Jennifer Drinka told them they need to audit the Minutes any time after the July Board meeting but before the end of August.**

**XI. Closed Session if necessary**

**Closed session was not necessary.**

**Tom Hausman invited everyone to his house after the parade for refreshments.**

**XII. Adjournment**

**Courtney Kotloski moved and Becky Masik seconded the motion to adjourn at 8:24p.m. All voted aye.**



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**Susan Moore, Secretary**