



**ANTIOCH PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES**

I. The regular meeting of the Board of Trustees of the Antioch Public Library District was called to order by President Thomas Hausman Tuesday, July 27, 2021 at 7:03 p.m. in the Phyllis Ann Kakacek Board Room at the Library.

Present:

- **Library Board Members: Paul Hettich, Becky Masik, Susan Moore, Ann Kakacek and Thomas Hausman**
- **Absent Board Members: Chris Riter and Courtney Kotloski**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, Becky Jacobson, and Sam Langford**
- **Citizens: Marc Rogers**

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

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

Ann Kakacek moved and Paul Hettich seconded a motion to approve the June 22, 2021 Renovation & Expansion Committee Minutes. Thomas Hausman asked for a roll call vote: Paul Hettich, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman, aye.

III. Approval of Bills and Payroll

Susan Moore moved and Paul Hettich seconded a motion to approve the bills and payroll for the month of July 2021. Jennifer Drinka explained this was the first transaction report of the fiscal year and Kathy Deaner, Business Manager, modified the format to show a summary of the expenses paid for

Building Renovation first on the report and the end of the report details those same expenses. On a roll call vote: Paul Hettich, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman aye.

IV. Treasurer's Report

Becky Masik reported at the end of business today there was \$2,214.791.97 in all three accounts. Becky also said we have a CD rolling over with a 0.3% interest rate.

V. President's Comments

Thomas Hausman congratulated everyone who participated in the Fourth of July parade. He said it was a very good turnout and the community was very receptive. Tom thanked Becky Jacobson, Head of Marketing & Communications, for arranging it and Raymond Chevrolet for the use of their vehicles. Tom asked to send a thank you to Raymond Chevrolet. Becky said she would. Tom announced he would be out of town next week.

VI. Notices and Communications

A. The Dog's Ear staff e-newsletter

Tom stated the next edition of the staff's newsletter was in everyone's Board packet. He gave kudos to the department staff for putting it together.

VII. Library Director's Report

A. Overview of Reports

Jennifer Drinka reported we are experiencing our highest physical item circulation, door count, reference questions asked and passive program participation since before the pandemic. In June, we issued the highest number of new library cards since September 2019, and weeded more items from the collection than any time in known history.

B. Personnel Changes

i. Devin Wood, Adult Services Associate hiring

Jennifer said Devin Wood was hired for the Adult Services Associate and she starts next week. Jennifer and Amy Blue are close to hiring

someone for the Adult Program Coordinator position.

Susan Moore moved and Ann Kakacek seconded the motion to approve Devin Wood for Adult Services Associate. On a roll call vote: Becky Masik, aye; Paul Hettich, aye; Ann Kakacek, aye; Susan Moore, aye; and Thomas Hausman, aye.

VIII. Public Comment

A. Board Corner

Ann Kakacek – Nice seeing the stats up.

Becky Masik – Excited for the field trip next week to see the school and library.

Paul Hettich – No comments

Susan Moore – Looking forward to the school and library field trip.

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 put some items on eBay for auction and was excited to report one book currently has a bid of \$330. The Friends will no longer be accepting donations after the end of July until the Renovation & Expansion project is complete.

IX. Unfinished Business

A. Renovation & Expansion Committee Report & schedule next meeting (Tentatively Tues., Aug 24)

Becky Masik commented it was a quiet month since the Committee did not meet in July. The next meeting needs to be after the next cost estimate comes in but prior to the next Board meeting. Marc Rogers, Owner's Representative with CCS, said the cost estimate is expected to be back on August 23. There was discussion on when to have the next meeting. The next Committee meeting is scheduled for Tuesday, August 24 at 6pm. Tom Hausman asked how soon we could hire a general contractor. Marc Rogers replied in August we will ask for prequalifications from potential contractors and explained the bidding process to the Board. Once the bids come in, we will bring them to the Committee, then to the Board ahead of October and hopefully sign someone in November. Included in the Board packets and attached to these Minutes is CCS's monthly Renovation & Expansion project report to the Board which Marc reported on:

- **APLD Board Action Requested**

No action necessary at the July Board Meeting

A. Progress Update

1. 50% Construction Document Production is underway.
 - Meetings held with APDL Administration and Staff to review design developments
 - Interior and Material designs are underway
 - Mechanical and Plumbing system coordination meeting was held
 - Cost Estimation of the 50% CD drawings will take place in August
2. AV and IT design kick-off and coordination meetings were held.
3. Watershed Development Permit Application submitted to the Village.

B. Project Schedule Update

The master project schedule remains unchanged from the 6/2021 Board Report.

- Bidding is anticipated for the Fall of 2021.
- Construction is anticipated to start late 2021 / early 2022.
- A project schedule update will be provided in August.

C. Project Budget Summary

The project continues to track on budget.

Expenditures Summary (7/21/2021)						
	6/23/2021 Budget (a)	7/21/2021 Anticipated Cost (b)	Anticipated Variance from Budget (=b-a)	Committed \$ To Date (c)	Expenditure \$ To Date (d)	Remaining \$ Balance (=b-d)
9-000: Land Cost	\$0	\$0	\$0	\$0	\$0	\$0
9-100: Hard Costs	\$7,299,706	\$7,299,706	\$0	\$0	\$0	\$7,299,706
9-200: Soft Costs	\$2,113,822	\$2,110,272	-\$3,550	\$762,629	\$112,509	\$1,997,763
9-300: Contingency	\$200,050	\$203,600	\$3,550	\$0	\$0	\$203,600
Project Expenditure Totals	\$9,613,578	\$9,613,578	\$0	\$762,629	\$112,509	\$9,501,069

D. Upcoming Activities

1. Studio GC will coordinate the design team's efforts in finalizing the 50% Construction Documents (CDs).
 - o In August the 50% CDs will go through another round of cost estimating to ensure the project remains on track with the budget.
2. Interior design (furniture and finishes) will be further developed.
A presentation on the 50% CD design, costs and schedule to the Renovation and Expansion Committee is requested the week of 8/23/2021 (Tuesday 8/24/2021 is preferred if possible).

Marc left the meeting at 7:30pm.

X. New Business

A. Resolution 21-6 to Make Certain Closed Session Meeting Minutes Available for Public Inspection

Becky Masik asked Jennifer Drinka to explain the Resolution. Jennifer explained after a certain amount of time, closed session Minutes legally need to be available for public inspection and this needs to be reviewed semi-annually. Susan Moore moved and Paul Hettich seconded a motion to adopt Resolution 21-6 to Make Certain Closed Session Meeting Minutes Available for Public Inspection. On a roll call vote: Paul Hettich, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman, aye.

B. Resolution 21-7 to destroy old closed session audio recordings

Ann Kakacek moved and Paul Hettich seconded a motion to adopt Resolution 21-7 to destroy old closed session audio recordings. On a roll call vote: Becky Masik, aye; Paul Hettich, aye; Ann Kakacek, aye; Susan Moore, aye; and Thomas Hausman, aye.

C. November 19, 2021 Staff In-Service Day Closure

Jennifer Drinka explained the Library has an In-Service day twice a year in the Spring and Fall. Becky Masik moved and Paul Hettich seconded a motion to close the Library on November 19, 2021 for In-Service. Becky Masik asked what the plans were for this In-Service. Jennifer Drinka responded plans have not been finalized yet; however, diversity training has been discussed as well as safety and behavior training. On a roll call vote: Becky Masik, aye; Paul Hettich, aye; Ann Kakacek, aye; Susan Moore, aye; and Thomas Hausman aye.

D. Library Staff and Board Annual Gathering

Jennifer Drinka explained to the Board the Library used to have an end of the year gathering for Board and staff organized solely by Becky Jacobson. This year Becky has a committee to help her. The committee is currently looking for a venue to secure a Fall date. Jennifer said the committee members have asked what is the purpose of the gathering. Ann Kakacek responded the end of year gathering was originally a way the Board would thank staff for their service. Paul Hettich said if the purpose is for the Board to appreciate staff, the Board should be an active part in the planning process. Everyone agreed. Various venues were discussed for 75 – 100 people. Thomas Hausman asked if any Board member would like to be involved in the planning process to talk to Becky Jacobson. Becky Masik and Paul Hettich volunteered to help in the planning process.

XI. Closed Session if necessary

Closed session was not necessary.

XII. Adjournment

Susan Moore moved and Ann Kakacek seconded the motion to adjourn at 8:15p.m. All voted aye.



Susan Moore, Secretary