



## 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, August 31, 2021 at 7:10 p.m. in the Phyllis Ann Kakacek Board Room at the Library.**

**Present:**

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

**Thomas Hausman appointed Courtney Kotloski Secretary Pro-tem in the absence of Susan Moore.**

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

**Ann Kakacek moved and Paul Hettich seconded a motion to approve the July 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; Paul Hettich, aye; Ann Kakacek, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.**

**III. Approval of Bills and Payroll**

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

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

**Becky Masik reported at the end of business today there was \$624,307.67 in the operating account, \$337.58 in the small checking account, \$8,144.51 in the CD and \$1,526,001.54 in the money market account. Becky said she needs assistance in getting access to the Renovation banking account.**

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

**Thomas Hausman gave a special shout out to our Vice President of the Board of Trustees, Paul Hettich, who helped at Antioch Tractor Supply's Monthly Farmer's Market. Paul, a retired Army Officer, explained he struck up a conversation with another Army veteran and wanted to honor his service and went to his car and gave him one of his Military Commander Coins, which is a time-honored tradition. *A commander's coin is a way for senior leadership to show their appreciation for a phenomenal job on the spot. It is more than just a thank you or a pat on the back; it is something tangible to remember the moment.* Tom said this was very commendable of Paul. Tom said it was a year ago last month the Board voted to go to referendum.**

**Thomas Hausman suspended the agenda to move (B) Personnel Changes, ii next on the agenda.**

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

##### **A. SRP Thank you letter**

**Tom Hausman read a thank you card from a patron for the gift card she received from the Summer Reading Program.**

**Tom also read a thank you card from W.C. Petty Elementary School for the Library attending W.C. Petty's Meet & Greet Night on August 17.**

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

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

**Jennifer Drinka reported the Library is once again following the Governor's mask mandate in the Library. Becky Jacobson has already put up new**

**signage. Jennifer reported the week of September 20 is our annual audit and September 14 we have an all-staff meeting and will be doing fire extinguisher training in the parking lot with Fox Valley Fire and Safety. Jennifer stated to those Board Trustees who need to do the Open Meetings Act (OMA) training to be patient, their website is down and we will let you know when it is up again.**

**B. Personnel Changes**

**i. Krystal Loder, Adult Services Associate: Program Coordinator hiring**

**Jennifer said Krystal Loder was hired last week for the Adult Services Associate: Program Coordinator position.**

**Becky Masik moved and Chris Riter seconded the motion to approve Krystal Loder for Adult Services Associate: Program Coordinator. On a roll call vote: Courtney Kotloski, aye; Ann Kakacek, aye; Paul Hettich, aye; Chris Riter, aye; Becky Masik, aye; and Thomas Hausman, aye.**

**ii. Marie Fischer's (10-year award)**

**Thomas Hausman said on behalf of the Board of Trustees of the Antioch Public Library District thanked Marie Fischer, Circulation Assistant, for 10 years of service and presented her with a check for \$100 and a Certificate of Appreciation for Outstanding Service. Everyone present applauded Marie.**

**iii. Paula Williams (20-year award)**

**Paula was not able to attend the Board meeting so Jennifer Drinka will present Paula with a check for \$200 and a Certificate of Appreciation for 20 years of outstanding service.**

**iv. Amy Blue (25-year award)**

**Thomas Hausman announced Amy Blue serves as our Assistant/Deputy Director, is a hard worker and a great pleasure. On behalf of the Board of Trustees of the Antioch Public Library District, Thomas Hausman**

**thanked Amy for 25 years of service and presented her with a check for \$250 and a Certificate of Appreciation for Outstanding Service. Everyone present applauded Amy.**

**Sam Langford and Marie Fischer left the meeting at 7:26pm.**

## **VIII. Public Comment**

### **A. Board Corner**

**Ann Kakacek – Pictures of the parade were wonderful.**

**Becky Masik – Be careful with email. Becky said she has received a couple of scam emails claiming to be from Tom Hausman. Do not click on any attachments.**

**Paul Hettich – No comments**

**Chris Riter – No comments**

**Courtney Kotloski – No Comments**

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

**Jennifer Drinka asked to speak as a citizen for the moment. Jennifer said she is appearing in the play 'On the Verge' opening this weekend which Board Trustee, Chris Riter's wife is the director. Jennifer handed out flyers for the play.**

### **C. Staff Comments**

**Becky Jacobson commented that at the last meeting there was discussion regarding a staff/Board event planned for the fall. The planning committee met and decided to suspend the event until sometime in the spring due to Covid. Becky thanked Paul Hettich and Becky Masik for volunteering to help. Becky mentioned the Library received an invitation for staff/Board to attend a Mayor's breakfast on September 15, 7:30am at Dockers North. Becky asked if anyone would like to attend to let her**

know. Tom Hausman, Becky Masik and Courtney Kotloski said they would like to attend.

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

Amy Blue said the Friends Book Sale would be next weekend, September 10, 11, and 12 on the veranda.

### **IX. Unfinished Business**

#### **A. Secretary's Audit Committee**

Susan Moore and Chris Riter have approved the Minutes for last fiscal year.

#### **B. Capital Improvement Project-Approval to proceed to 100% Construction Documentation**

Marc Rogers gave the below report on the building project.

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

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**Board Approval is requested to proceed to 100% Construction Documentation with no change to the total project budget of \$9,613,578.**

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

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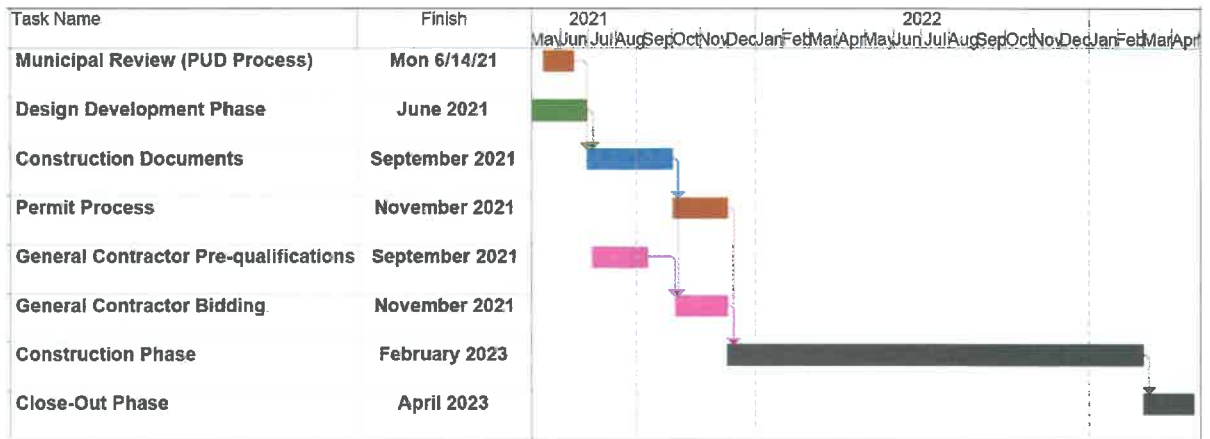
1. Request for Qualifications released to the public.
2. 50% Construction Drawings and associated Construction Cost Estimating completed.
3. Phasing Planning (Schedule) is in progress.
4. Stakeholder Meetings were held:
  - o Meetings with all APLD Departments (Managers).
5. AV and IT design progressing - coordination meetings on going.
6. Renovation & Expansion Committee reviewed the Project Schedule, Budget & Design.

#### **B. Project Schedule Update**

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2. **The master project schedule remains unchanged and anticipates construction being**

complete in early 2023.



For Guideline Purposes Only, the schedule anticipates the following key date ranges:

- Phase 1 - East Half of the Library Q1 - Q3 '22
  - Phase 1A (Addition Shell and Core) Q1 '22
  - Phase 1B (Addition and East Half of Library Interior) Q2 & Q3 '22
- Phase 1 Open to the Public end of Q3 '22
- Phase 2- West Half of the Library Q4 '22 - Q1 '23
- Grand Re-Opening to the Public late Q1 / Early Q2 '23

### C. Project Budget Summary

3. **The project continues to track within budget at \$9,613,578 pending confirmation of base bid scope by the APLD Board.**

Expenditures Summary (8/23/2021)						
	6/23/2021 Budget (a)	8/23/2021 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	\$7,313,484	\$13,778	\$0	\$0	\$7,313,484
9-200: Soft Costs	\$2,113,822	\$2,107,272	-\$6,550	\$764,131	\$193,257	\$1,914,015
9-300: Contingency	\$200,050	\$192,822	-\$7,228	\$0	\$0	\$192,822
<b>Project Expenditure Totals</b>	<b>\$9,613,578</b>	<b>\$9,613,578</b>	<b>\$0</b>	<b>\$764,131</b>	<b>\$193,257</b>	<b>\$9,420,321</b>

A summary of BASE scope inclusions, exclusions and recommended alternates is provided below based on discussion with APLD Staff. The listing is to be reviewed and confirmed with the APLD Renovation and Expansion Committee on 8/24/2021 for a recommendation to the APLD Board on 8/31/2021.

4. **Base Scope Inclusions:**
1. Outdoor Storage Addition (scope add post referendum)
  2. Dumpster Enclosure (code required)
  3. Electronic Message Board (scope add post referendum)
  4. New Generator (scope add post referendum)
  5. Office Build-out in the existing Maintenance Space
  6. Back of House (Staff Area) Reconfigurations
  7. Half Length Exterior Entry Canopy
5. **Recommended Alternates for the Bid Documents:**
1. Add – Convert existing Lower Level Toilet Rooms to Quiet Room
  2. Add – Lower Level Kitchenette and Sink
  3. Add – West Side Garden Walk
  4. Add – Tubular Skylights
  5. Add – Door Card Reader Upgrade
  6. Add – All New West Roof Insulation in lieu of Replacing Damaged Insulation Only  
(New West Roof included in Base Scope)
  7. Deduct – Existing Boilers to Remain in lieu of Replacement
6. **Base Scope Exclusions:**
1. Rooftop Mechanical Equipment Screening
  2. No new finishes in Mechanical, Egress Stair and Storage Rooms
  3. Nanawall (specialty sliding) door between the Lower Level Maker Space and Meeting Rooms.
  4. All new Shelving (reusing shelving as much as possible)
  5. AV and IT Equipment currently planned for Inclusion within APLD's Operating Budget

1. Studio GC will coordinate the design team's efforts in developing 100% Construction Documents (CDs).
2. General Contractor Qualification Submittals will be reviewed by APLD staff. A shortlist of firms with Staff, CCS, SGC and the Renovation and Expansion Committee Chair.
  - o After the interviews a final listing of most qualified bidders will be selected by APLD.
  - o **It is currently anticipated that the project will go out to bid with the most qualified bidders in October.**
3. AV, IT and Interior design (furniture and finishes) will be further developed.
4. The Village and Little League will be contacted with an update on the project status.

**Marc also informed the Board he stopped at the Village today to make certain they have all the documentation they need in order to determine whether they will waive any of our fees. Ryan LeFave then gave a PDF presentation to the Board outlining designs and various finishes for the building renovation. At the end of Marc and Ryan's presentations, Becky Masik, Chair of the Renovation Committee, stated the committee was happy with the direction of the design and recommends to the Board moving forward to 100% Construction Documentation. Ann Kakacek moved and Chris Riter seconded the motion to approve moving forward to 100% Construction Documentation. On a roll call vote: Becky Masik, aye; Chris Riter, aye; Paul Hettich, aye; Ann Kakacek, aye; Courtney Kotloski, aye; and Thomas Hausman, aye. Marc Rodgers and Ryan LeFave left the meeting at 9:04pm.**

## **X. New Business**

### **A. Budget and Appropriation Ordinance 21-5**

**Courtney Kotloski moved and Paul Hettich seconded a motion to accept Budget and Appropriation Ordinance 21-5. On a roll call vote: Becky Masik, aye; Chris Riter, aye; Paul Hettich, aye; Ann Kakacek, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.**

### **B. Treasurer's Estimate of Revenues 2021-22**

**Becky Masik moved and Paul Hettich seconded a motion to approve Treasurer's Estimate of Revenues for FY 2021-22 for \$4,895,098.45. On**



**a roll call vote: Chris Riter, aye; Paul Hettich, aye; Ann Kakacek, aye; Courtney Kotloski, aye; Becky Masik, aye; and Thomas Hausman, aye.**

**C. SER19: Internet Policy**

**Paul Hettich moved and Ann Kakacek seconded a motion to accept SER19: Internet Policy. On a roll call vote: Becky Masik, aye; Chris Riter, aye; Paul Hettich, aye; Ann Kakacek, aye; Courtney Kotloski, aye; and Thomas Hausman aye.**

**D. Christmas & New Year's Holidays**

**Jennifer Drinka explained to the Board when a Library-observed holiday falls on a Sunday/Monday or Saturday/Sunday, holiday time off will be determined by the Library Director with Board review. Jennifer and Kathy Deaner explained we usually allow staff to pick another day in lieu of the weekend holiday as long as it falls within the same pay period. Paul Hettich moved and Chris Riter seconded the motion to allow staff to pick another day in lieu of the Christmas and New Year's holiday as long as it falls within the same pay period. On a roll call vote: Becky Masik, aye; Chris Riter, aye; Paul Hettich, aye; Ann Kakacek, aye; Courtney Kotloski, aye; and Thomas Hausman aye.**

**XI. Closed Session if necessary**

**Closed session was not necessary.**

**XII. Adjournment**

**Paul Hettich moved and Courtney Kotloski seconded the motion to adjourn at 9:11p.m. All voted aye.**

  
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**Courtney Kotloski, Secretary Pro-tem**

