



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, September 28, 2021 at 7:04 p.m. in the Phyllis Ann Kakacek Board Room at the Library.

Present:

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

Thomas Hausman suspended the regular agenda to move to *C. Personnel Changes*.

Thomas Hausman on behalf of the Board of Trustees of the Antioch Public Library District, thanked Sarah Dabrowski, Children's Associate, for 5 years of service and presented her with a check for \$50 and a Certificate of Appreciation for Outstanding Service. Everyone present applauded Sarah. Sarah left the meeting at 7:05pm.

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

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

Chris Riter moved and Paul Hettich seconded a motion to approve the August 31, 2021 Budget & Appropriation Hearing. Thomas Hausman asked for a roll call vote: Becky Masik, aye; Paul Hettich, aye; Chris Riter, aye;

Ann Kakacek, aye; Susan Moore, aye; and Thomas Hausman, aye.

Ann Kakacek moved and Paul Hettich seconded a motion to approve the August 24, 2021 Renovation & Expansion Committee Minutes. Thomas Hausman asked for a roll call vote: Becky Masik, aye; Paul Hettich, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, 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 September 2021. On a roll call vote: Becky Masik, aye; Paul Hettich, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; and Thomas Hausman aye.

IV. Treasurer's Report

Becky Masik reported at the end of business today there was \$400,708.51 in the operating account, \$850.33 in the small checking account, \$8,146.59 in the CD and \$2,465,972.05 in the money market account. Becky said she still needs assistance in getting access to the Renovation banking account. Becky stated last week the auditors were in and it will be a month or two before their finalized report comes out. Jennifer Drinka said the auditors commented they were impressed with Becky as well as with the rest of us. This year they stayed all week and asked many questions. A lot having to do with the building project and items as a result from Covid.

V. President's Comments

Thomas Hausman apologized for missing the mayor's breakfast. Thomas said everything is moving along well.

VI. Notices and Communications

A. Property Assessment Appeals

Robert S. Glueckert, Lake County Clerk of the Board of Review, notified the Library there has been two appeals 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. Chris Riter moved and Susan Moore seconded the motion to do nothing with the two property assessment appeals. On a roll call vote: Paul Hettich, aye; Chris Riter,

aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Tom Hausman, aye.

B. Thank You from River East Public Library District

Tom read a thank you card from River East Public Library District for processing materials we posted on the RAILS website we no longer needed and were getting rid of due to the building project. Jennifer Drinka mentioned we were starting to auction off items we do not want next week.

VII. Library Director's Report

A. Overview of Reports

Jennifer Drinka is happy to say things are getting back to normal. Jennifer encouraged the Board to listen to our 100th Anniversary Radio show. The committee has spent a good deal of time on it. Jennifer said we are starting to use and train on CollectionHQ to help analyze our collections. Jennifer reminded the Board if they come to the Library to meet with anyone in the back, they must first stop at the Circulation desk to sign in before just walking in back. This is a safety and security reason for staff. Jennifer informed the Board of the 'White Rose' group putting stickers around on our property. The police asked to be notified if we see any more. Paul Hettich inquired as to where our mask policy came from. Both Jennifer Drinka and Amy Blue responded APLD follows the Governor's executive orders and mandates. Jennifer said it was the previous Board that voted for the Library to follow the Governor's orders. Jennifer also said the current Board could vote to change the policy. Chris Riter inquired as to why some patrons are not wearing masks and pointed to one patron. Jennifer and Amy both explained staff would stop patrons when they enter the building if they are not wearing a mask and ask them to put one on or offer one to them. We do not police them or follow them around if they do take them off. The one patron Chris pointed to, Kathy Deaner said she saw him come in the Library and he did have one on at that time. Jennifer reported the Illinois Public Library Annual Report (IPLAR) was in their Board packet. By the end of the year, Jennifer will give a graphic presentation to the Board. Jennifer stated we had promoted Rachel Stine to full-time Children's Associate.

B. 2020-2021 Annual Report

Jennifer talked about IPLAR in her Overview of Reports

C. Personnel Changes

- i. Sarah Dabrowski (5-year award)**

This was moved to the beginning of the meeting.

VIII. Public Comment

A. Board Corner

Ann Kakacek – No comments

Becky Masik – Becky stated last year she finished her Master's in Accounting and is now working on a MBA in Marketing. The group she is working with is doing a project on the Library and how we got the referendum passed. Her group is very impressed on how transparent the Library is with all the details. Everything her group has been suggesting to do Becky was happy to state our Marketing Department at the Library has done it.

Paul Hettich – No comments

Chris Riter – No comments

Susan Moore – No comments

B. Citizens' Comments

There were no citizens' comments.

C. Staff Comments

There were no staff comments.

D. Friends' Report

Amy Blue said the Friends had their Book Sale last weekend.

IX. Unfinished Business

A. Renovation & Expansion Committee Report & schedule meeting

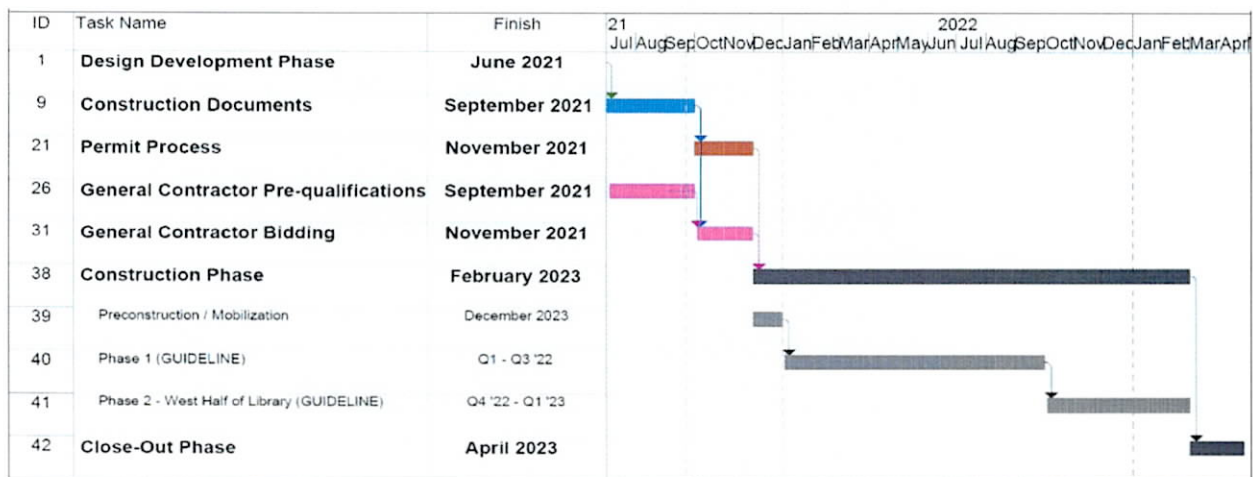
Becky Masik said the committee did not meet this month. The pre-qualify packets came in. Marc Rogers said we received 15 respondents and 10 prospective contractors will be interviewed this week. Those selected from the 10 will be given the opportunity to bid on the project. The bid will then go to the lowest bidder.

Marc Rogers gave the below report on the building project.

1. Interviews scheduled for 9/30 and 10/1 with (10) shortlisted General Contractors.
2. 100% Construction Drawings are being finalized by SGC.
 - o SGC will present the Board an updated Design Intent Package (Exhibit 1)
 - o To be completed by 10/1/2021 for final review with APLD the week of 10/4/2021.
3. Little League and Parks Department advised of preliminary project schedule.
 - o Storage Shed relocation and access is being discussed with the Little League
4. AV, IT and Furniture designs are progressing.
5. Phasing (moving) planning is underway with APLD staff.
6. Easement agreements between the APLD and the Village finalized for signature by the APLD Board President.

B. Project Schedule Update

The master project schedule remains unchanged and anticipates construction being complete in early 2023.



C. Project Budget Summary

(proforma update provided as Exhibit 2)

The project continues to track within budget at \$9,613,578.

Expenditures Summary (9/22/2021)						
	6/23/2021 Budget (a)	9/22/2021 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	\$2,107,317	-\$6,505	\$767,853	\$310,760	\$1,796,556
9-300: Contingency	\$200,050	\$192,777	-\$7,273	\$0	\$0	\$192,777
Project Expenditure Totals	\$9,613,578	\$9,613,578	\$0	\$767,853	\$310,760	\$9,302,818

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- Contractor Bidding:** Unless there is an objection from the Board the General Contractor (GC) bid released is planned for 10/12/2021.
 - GC Bidder List to be selected by the 'Interview Panel' after the last interview on 10/1/2021.
 - 100% CDs to be completed and reviewed by 10/8/2021.
 - We are aiming to request the APLD Board approve the GC contract (lowest qualified bid) at the 11/30/2021 Board Meeting.
- Permitting:** The Construction Documents will be submitted for Permitting in October.
 - A permit fee waiver request has been sent to the Village and is supposed to be on the Village 10/13/2021 Board Meeting Agenda.
- Moving Services:** A Request for Proposal for Moving Services will be issued in October.
 - We are aiming to request the APLD Board approve the Moving contract (lowest qualified bid) at the 11/30/2021 Board Meeting.
- Misc. Service Proposals (Soft Costs):** Proposals will be requested for Builder's Risk Insurance and Title Company – Lien Waiver Reviews in October / November.
- Furniture Design:** Progress is recommended to be reviewed by the Renovation and Expansion Committee in October.

Following Marc's presentation, Ryan LeFave presented to the Board his design presentation on the overhead screen outlining the flooring finish plans, overall finish palettes, and paint for each department. Both Marc and Ryan's presentations are in the Board packet. The next committee meeting will be for furniture review and is scheduled for Tuesday, October 26 at 6pm.

X. New Business

A. Approve to enter into two easement agreements with the Village of Antioch

i. Utility Easement Agreement

Marc Rogers explained the Utility Easement Agreement to the Board. Susan Moore moved and Ann Kakacek seconded a motion to approve the Utility Easement Agreement with the Village of Antioch. On a roll call vote: Becky Masik, aye; Paul Hettich, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; and Thomas Hausman, aye.

ii. Motor Vehicle Easement Agreement

Marc Rogers explained the Motor Vehicle Easement Agreement to the Board. Chris Riter moved and Paul Hettich seconded a motion to approve the Motor Vehicle Easement Agreement with the Village of Antioch. On a roll call vote: Becky Masik, aye; Paul Hettich, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; and Thomas Hausman, aye.

Marc Rogers and Ryan LeFave left the meeting at 8:34pm.

B. Set Date of Levy Hearing

Susan Moore moved and Paul Hettich seconded a motion to set the date for the Levy Hearing for Tuesday, October 26 at 7pm. On a roll call vote: Becky Masik, aye; Paul Hettich, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; and Thomas Hausman, aye.

C. Schedule Library Director's Annual Evaluation

Jennifer Drinka explained the Board reviews the Library Director every year. The Board discussed how they should evaluate Jennifer this year. The Board consensus was for Jennifer to do a quick self-evaluation, turn it in to the Board at the October 26 Board meeting and meet with the Board at the November Board meeting to receive their feedback.

D. PMPER31: Performance Reviews/Pay Increases

Becky Masik moved and Susan Moore seconded the motion to approve and adopt a Performance/Pay Increases Policy, which will supersede the Performance Evaluations Policy established in the Library District's Personnel Policy Manual and the Performance Review/Pay Increases in the Library District's Employee Handbook, which were previously approved by this Board of Library Trustees. On a roll call vote: Paul Hettich, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman aye.

XI. Closed Session if necessary

Closed session was not necessary.

XII. Adjournment

Ann Kakacek moved and Susan Moore seconded the motion to adjourn at 8:39p.m. All voted aye.



Susan Moore, Secretary