



## **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, October 26, 2021 at 7:13 p.m. in the Phyllis Ann Kakacek Board Room at the Library.**

**Present:**

- **Library Board Members:** Courtney Kotloski, Paul Hettich, Becky Masik, Chris Riter, Susan Moore, Ann Kakacek and Thomas Hausman
- **Library Staff Members:** Jennifer Drinka, Amy Blue, Becky Jacobson, Paula Williams and Donald Cameron
- **Citizens:** Marc Rogers, Ryan LeFave, and Stacey Paul

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

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

**III. Approval of Bills and Payroll**

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

**IV. Treasurer's Report**

**Becky Masik reported at the end of business today there was \$409,402.10 in the operating account, \$850.33 in the small checking account, \$8,148.60 in the**

CD and \$2,606,823.00 in the money market account. We will discuss construction funds later.

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

Thomas Hausman announced he has paid off his mortgage at 518 Gary's Drive.

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 Donald Cameron, Page, for 5 years of service and presented him with a check for \$50 and a Certificate of Appreciation for Outstanding Service. Everyone present applauded Donald.

Thomas Hausman on behalf of the Board of Trustees of the Antioch Public Library District, thanked Jennifer Drinka, Library Director, for 5 years of service and presented her with a check for \$50 and a Certificate of Appreciation for Outstanding Service. Everyone present applauded Jennifer.

## **VI. Notices and Communications**

There were none.

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

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

We have been with Sorenson Insurance forever but Roger is not responsive. We need builder's risk insurance very soon and we just cannot count on him to respond in a timely manner. Jennifer has contacted Cook & Kocher, another insurance agency. Northbrook, Indian Trails, Skokie, etc. are with them. They specialize in libraries. We regret leaving Sorenson but we feel we have to. Ann asked how we were going to notify Roger we are leaving if we cannot get in touch to him. Chris said we would write an Agent of Record Change Letter to the new agent who would forward it to the necessary carrier. The letter would go out with the date of change and process takes 60 days to switch over. We can notify Sorenson or the new agency can. Marc said that we could get the builder's risk insurance with



the new carrier and add the other ones later if we need to. We are also working on getting cybersecurity insurance but Roger did not submit the forms in time so they need to be refilled out.

Things feel like they are getting back to normal at the library because our patron incident board is full! Also we hosted the high school peacock club, which is a transitional class for high school graduates with special needs. We feel busier: however, Circ is down 1% from this time last year. Downloads are down 5%. But door count is up 41%, reference questions are up 10%, computer use is up 29%, study room use is up 252%, passive programs up 977%. This tells a story of people wanting to be in the building.

Hiring is going well, we are getting great applicants. This is largely due to our higher starting salary—we are focusing on raising our salaries. Jennifer passed around the graphics for our 2022 Summer Reading Theme, which will be our first in house created theme, with graphics created by Dana Bokhari and Becky Jacobson of our Marketing & Communications Department.

#### **B. Personnel Changes**

- i. Rachel Stine, Full-Time Children's Services Associate Hiring. Susan Moore moved to approve the hiring of Rachel Stine as full-time Children's Services Associate. Chris Riter seconded the motion. Becky Masik-aye; Courtney Kotloski, aye; Paul Hettich-aye; Chris Riter-aye; Ann Kakacek-aye; Susan Moore, aye; and Thomas Hausman-aye.
- ii. Donald Cameron (5-year award). See above.
- iii. Jennifer Drinka (5-year award). See above

### **VIII. Public Comment**

#### **A. Board Corner**

- i. Ann Kakacek-patron comments are good
- ii. Becky Masik-Since there is not going to be a staff/board holiday party Becky was wondering about the board doing something for the staff to show appreciation. Maybe we can put it on the agenda in November and brainstorm some ideas. Tom brings in candy or fruit around the holidays (as

an individual) to show staff appreciation. Chris suggested maybe buy staff lunch; have it catered in for example. Jennifer Drinka will put it on the November agenda.

- iii. Chris Riter- No comments.
- iv. Courtney Kotloski- Courtney has a new book, she is taking a group of seniors from the township who are going to visit the holocaust museum.
- v. Paul Hettich-Antioch Veteran's Day Ceremony Thursday, November 11 9 a.m. at the Antioch VFW.
- vi. Susan Moore- No comments.

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

Jennifer Drinka mentioned that Donald Skidmore has passed away. He was a very regular patron and brought treats for the staff. He also was instrumental to getting our electronic message board approved.

#### **C. Staff Comments**

There were no staff comments.

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

Friends made \$2300 on their fall book sale. Everything in the room is \$.25 to clear out their inventory. Paul said if we were to need to dispose of books to contact him and he will find a home for them. Amy assured them we would not be throwing out any kids' books; adult ones might need to be disposed of.

### **IX. Unfinished Business**

#### **A. Renovation & Expansion Committee Report & schedule meeting**

November 10 bids are to be opened at 1:30. It is not a board meeting so two board members at most; bid packets are out now. Becky, Jennifer & Marc went to the village board and they agreed to waive the permit fees; they will ask to be paid for out of pocket expenses. This amounts to close to \$103,000.



Six firms were pre-qualified; there is a first addendum went out today responding to questions. Hoping for at least four to bid, the more the better. Great job by Studio GC getting all the documents together. We need to schedule a committee meeting after the bid packets come in to discuss bid alternate options.

Committee met on October 12 to discuss the timing of the project. We always knew that we needed to allow time for long lead times. During the interviews, we discovered that steel is a long lead item—4-6 months, for example. This has influenced the timing of the project. Bid packet has a March start date to give time for the steel to be ordered and arrive. Phasing order will stay the same. It is possible we will be saving some money on winter conditions costs this way. We decided not to change the order of phasing.

Budget update: Village charges 2% in fees for permitting. Little League said they will take the shed but we can use it during construction. Insurance issues will need to be worked out. We are still on budget. The furniture package has come in a little over, \$825,000 instead of a projected \$775,000. Marc says we may need to cut this when we do the FFE package—we do not want to go over, but we do not need to cut until we see how the bids come in. Furniture design is going forward; we hope to put out bids between Christmas & New Years'.

Contractor bidding: Marc has been fielding questions from contractors who were not selected to bid. Sub-contractors are inquiring as well; we are sending them to the general contractors.

We are working on permitting for electric & will be reaching out to the local first responders both for permitting and so they know what is going on during construction.

Moving-Marc will get the RFP for movers in November and hopefully will be awarded in December.

Builders Risk Insurance, Lien Waiver Review-We can use a local firm for this if there is one.

Building and Parks: Marc will work through the logistics of the shed transfer. All the contractors said it would be no problem to keep Little League functioning during construction. We are waiting on easement approval from the village.

Next Meeting: Monday, November 22 6 p.m. For that meeting, we may need to discuss furniture. We will need to be looking at bid alternates. (Ryan, Marc & Stacey left)

## **B. Library Director's Self-Evaluation**

Jennifer Drinka submitted her one page self-evaluation. Jennifer Drinka passed around a print copy. The plan is to do Jennifer Drinka's evaluation in a closed session during the November Board meeting. If each Board member could write a paragraph about Jennifer Drinka's performance and send to Jennifer Drinka & Tom Hausman. There was some discussion about mask wearing during Board meetings. Members said it was difficult to hear people. There was some discussion about this. Jennifer Drinka said that we would have to vote on it as an action item so if we want to we would have to put it on November's agenda. Becky pointed out that we should move to a larger room if we do not wear masks. Jennifer Drinka pointed out that the Board makes its own rules, so the Board can decide its own mask requirements. Ann clarified that she does not want to change the mask requirements for patrons, just the Board.

## **X. New Business**

### **A. Appendix K: Loan Periods & Service Fees**

Paul Hettich moved, Chris Riter seconded to approve Appendix K: Loan Periods & Service Fee. Biggest change this year is fines free that is reflected in Appendix K. Other changes are minor. Becky Masik asked why some items under electronic resources were marked Adult and some are marked Adult Antioch. Jennifer Drinka explained that items marked Adult are in house use only; Adult Antioch are take home to Antioch Cardholders. All voted aye on roll call vote: Becky Masik, Courtney Kotloski, Paul Hettich, Chris Riter, Ann Kakacek, Susan Moore, Thomas Hausman.

### **B. Levy Ordinance 21-6**

Paul Hettich moved, Ann Kakacek seconded. All aye on roll call vote: Becky Masik, Courtney Kotloski, Paul Hettich, Chris Riter, Ann Kakacek, Susan Moore, Thomas Hausman.

### **C. Certificate of Compliance with the Truth in Taxation Act**

Our Board President certifies that we have not exceeded a 4.99% levy. Jennifer Drinka files it with the county to move forward on our levy.

Chris Riter moved, Paul Hettich seconded. All voted aye on roll call vote.

**XI. Closed Session if necessary**

Closed session was not necessary.

**XII. Adjournment**

Susan Moore moved and Ann Kakacek seconded the motion to adjourn at 8:22p.m. All voted aye.

  
\_\_\_\_\_  
Susan Moore, Secretary