



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, November 30, 2021 at 7:01 p.m. in the Phyllis Ann Kakacek Board Room at the Library.

Present:

- **Library Board Members:** Paul Hettich (assumed leadership of meeting at 7:21pm), Chris Riter, Susan Moore, Ann Kakacek and Thomas Hausman (left at 7:21pm)
- **Absent Board Members:** Courtney Kotloski and Becky Masik
- **Library Staff Members:** Jennifer Drinka, Amy Blue, Becky Jacobson and Sam Langford
- **Citizens:** Mark Deneau, Graham Harwood, Marc Rogers(virtual), Ryan LeFave(virtual), and Rick McCarthy(virtual)

Motioned to Suspend agenda and move to IX: Unfinished business, Item B. Susan Moore moved, Paul Hettich seconded, all aye.

Approval to award the General Contract for the Expansion and Renovation Project to Henry Brothers in the sum of \$6,478,000 including the base bid, allowance and alternates #1 and #4, and issue notice of award. Paul Hettich moved, Ann Kakacek seconded.

Discussion: Mark Deneau introduced Henry Brothers Construction, founded in 1921 also 100 years old. For the first few years worked with archdiocese of Chicago. Then got more into public sector. Lately, 70% of their work is public sector. They are familiar with the challenges of dealing with the community and being accountable to the taxpayers. They are located in Hickory Hills. They can do carpentry, demolition, concrete, masonry work themselves, but they also know what to look for when they contract out. Superintendent will be Marty Williams. Carl Hauert will be the project manager; they just finished a project together. Marty grew up in Antioch and

still has family in town. They will do everything they can to encourage local tradespeople to participate in the project. Superintendent is here every day and the project manager will be on site weekly for weekly meetings. There is also support staff in the office.

The bids came in low enough that the solar tubes and the quiet room alternates were able to be included. Other things may be included as well as things go forward.

Aye: Susan Moore, Paul Hettich, Chris Riter, Ann Kakacek, Tom Hausman

Motion to authorize Tom Hausman, Board President to sign the contract.

Susan Moore moved, Paul Hettich seconded.

Susan Moore: aye, Paul Hettich: aye, Chris Riter: aye, Ann Kakacek: aye, Thomas Hausman: aye

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

Ann Kakacek moved and Chris Riter seconded a motion to approve the October 12, 2021 Renovation & Expansion Committee Minutes. Paul Hettich, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; and Thomas Hausman, aye.

Susan Moore moved and Paul Hettich seconded a motion to approve the October 26, 2021 Renovation & Expansion Committee Minutes. Paul Hettich, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; and Thomas Hausman, aye.

Chris Riter moved and Paul Hettich seconded a motion to approve the October 26, 2021 Levy Hearing Minutes. Paul Hettich, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; and Thomas Hausman, aye.

Susan Moore moved and Paul Hettich seconded a motion to approve the October 26, 2021 Minutes of the Antioch Public Library District Board of Trustees Meeting. Paul Hettich, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; and Thomas Hausman, aye.

III. Approval of Bills and Payroll

Chris Riter moved and Ann Kakacek seconded a motion to approve the bills and payroll for the month of November 2021. On a roll call vote: Chris Riter,

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

IV. Treasurer's Report

No full treasurer's report because Becky Masik was absent, but Jennifer Drinka informed everyone that we would be making the first \$471,000 payment on the bonds bought through the referendum. The check is being signed at this meeting.

Motioned: Susan Moore

Seconded: Chris Riter

Roll Call vote: Susan Moore, Chris Riter, Paul Hettich, Ann Kakacek, and Thomas Hausman all aye.

V. President's Comments

Thanks to everyone for getting this project going. This has been a trying year for all of us, but we are glad to be underway. Thanks for the architecture firm and our owner's representatives. Courtney Kotloski did the letter in the most recent newsletter; Paul Hettich will do the Spring 2022 one, Susan Moore will do the Summer 2022 one and Chris Riter will do the Fall 2022 one.

VI. Notices and Communications

A. Donald Fencil Donation and Letters

Paul Hettich read the letter from Donald Fencil and remarked that it came with a \$400 check.

B. *The Dog's Ear* Fall Staff Newsletter

Highlighted new hires: Devin Wood & Krystal Loder, Rachel Stine promoted to full time. She did a lot of online programming right away. She also writes the scripts for the 100th anniversary podcasts.
Fond Farewell: Keri Bush got married and moved to Madison.

C. Thank you from Jennifer Drinka

Paul Hettich read Jennifer's thank you to the Board for the flowers sent for her father-in-law's celebration of life service.

VII. Library Director's Report

A. Overview of Reports

Jennifer told how Carol Patterson & Brenda Martinez have been going to the high school to do programs once a month.

Our in-service was a big success—we did diversity training, cyber safety training and an update on the building project. It was tricky coordinating with Covid safety measures. Paula Williams & Sam Langford did a great job with this.

RFID tagging is almost underway—Kim Zupkoff, Jennifer Norris, & Paula Williams are in charge of this project. It will take 2 months and every item will have to be touched.

Insurance broker change will happen tomorrow. The Cook & Kocher Insurance company has been very responsive. Our insurance itself is changing as well as the broker—Utica is our new property and liability insurance.

Jennifer Drinka will be off December 13-17—Amy Blue will be filling in.

Jennifer Drinka will be going to PLA in Oregon in March. Marc, Graham & Rick & Ryan think it will be fine for her to leave during this phase of the construction project.

B. Personnel Changes

- i. Dana Bokhari, Marketing & Communications Associate resignation. She will be greatly missed.
- ii. Thea Walker will be hired soon as a Children's Associate—officially on next month's agenda.

VIII. Public Comment

A. Board Corner

- i. Ann Kakacek- *Enjoyed patron comments*
- ii. Becky Masik- *Absent*
- iii. Chris Riter- *No comments.*
- iv. Courtney Kotloski- *Absent*
- v. Paul Hettich- *Thanks to Dana for taking the photo for the presentation of a Quilt of Valor and the use of the Board Room.*

- vi. **Susan Moore- *100th anniversary podcasts were very creatively done and entertaining. Everyone did a great job with those.***

B. Citizens' Comments

No citizens

C. Staff Comments

Jennifer Drinka said how nice the Veterans' Day Ceremony was at the VFW.

D. Friends' Report

Amy Blue mentioned the Friends were selling everything in their room for \$.25 to clear out their stairwell in anticipation of construction. Paul offered the VFW for space for Friends for storage and selling.

IX. Unfinished Business

A. Capital Improvement Project-Status Update

Met with the Fire Department and Studio GC to go over phasing. We submitted our request for permits and have them approved. Marc met with the Village Administrator about the requested easements. The Village had some concerns and Marc is waiting to hear back from the Village about it. It will not affect the project. We also met with the Little League about moving the storage shed. The Village will take ownership at some point. The logistics of this need to be ironed out. As soon as we tell them where the temporary location will be, they will move it, hopefully before the snow comes. Budget update-over 2% for overall contingencies, 4.5% for change order contingencies. Furniture will be about \$952,000. Moving costs have gone up a little bit, but the former number was an old one. No change to overall budget. No update to project schedule although Henry Brothers' schedule was of a tighter duration. Contract says March 2022-May 2023, as previously approved. We will also get a target schedule that might be earlier.

Upcoming Activities: there is a bid package out now for the staff furniture. Should be back by December as well as the furniture proposal—both should be approved by the board in December. We do not need a R&E committee meeting in December because the packages don't need discussion; they are pretty straightforward and will just need whole board approval.

When the contract is signed, there will be a photo op. Jennifer will send out a notice to Board members and Henry Brothers if they want to be here for it. This will not violate the Open Meetings Act unless they talk about Library business.

B. See above

C. See above

D. Board Thank You to Staff

Becky Masik had some ideas of how to thank staff in lieu of a holiday party. However, she was not present to give those ideas. There is a formed committee to discuss this for something in the spring, but they have not been meeting due to Covid. Becky Masik had thought to do something unofficial in addition to this. Jennifer Drinka reminded the Board that last year we gave a Piggly Wiggly gift card to all staff. Paul Hettich mentioned that we are running low on time; Susan Moore said it would be difficult to move forward without Becky Masik & Courtney Kotloski who were the movers on this. Susan said it could be a "new year's" gift, approved at the next Board meeting. Chris Riter asked how many staff members there are and Jennifer told him 45. There is a budget line item this can go under. Susan thought to do the same thing as last year—a Piggly Wiggly gift card. We could not remember how much it was for, but it was recommended to be a little more this year. Motion to provide staff with gift cards to Piggly Wiggly at an amount more than last year. Chris Riter moved, Ann Kakacek seconded. All aye.

X. New Business

A. PM PER 14: Rehire

Motion to approve and adopt a Rehire policy , which will supersede the Rehire of Former Employees Policy established in the library District's Personnel Policy Manual and Rehire Policy established in the Library District' Employee Handbook which were previously approved by this Board of Library Trustees.

Susan Moore moved, Ann Kakacek seconded. All voted aye.

B. PM PER 19: Jury Duty

Motion to approve and adopt a Jury/Witness Duty Policy, which will supersede the Jury Duty Policy established in the Library District's Personnel Policy Manual and Jury/Witness Duty Policy established in the Library District's Employee Handbook, which were previously approved by this Board of Library Trustees.

Susan Moore moved, Ann Kakacek seconded. All voted aye.

XI. Closed Session if necessary

A. Library Director's Evaluation tabled until December meeting.

Motion: Chris Riter

Second: Susan Moore

No discussion

All aye.

Closed session was not necessary.

XII. Adjournment

Susan Moore moved and Ann Kakacek seconded the motion to adjourn at 8:06p.m. All voted aye.



Susan Moore, Secretary