



**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, December 28, 2021 at 7:07 p.m. in the Eide Room at the Library.

Present:

- **Library Board Members:** Paul Hettich, Chris Riter, Susan Moore, Ann Kakacek, Courtney Kotloski, Becky Masik (arrived at 7:10pm) and Thomas Hausman
- **Library Staff Members:** Jennifer Drinka, Amy Blue, Kathy Deaner and Sam Langford
- **Citizens:** Marc Rogers(virtual), Ryan LeFave(virtual), and Stacey Paul(virtual)

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

Chris Riter moved and Ann Kakacek seconded a motion to approve the November 30, 2021 Minutes of the Antioch Public Library District Board of Trustees. Ann Kakacek, aye; Courtney Kotloski, aye; Susan Moore, aye; Chris Riter, aye; Paul Hettich, aye; and Thomas Hausman, aye.

Susan Moore moved and Paul Hettich seconded a motion to approve the November 22, 2021 Renovation & Expansion Committee Minutes. Courtney Kotloski, aye; Paul Hettich, aye; Chris Riter, aye; Susan Moore, aye; Ann Kakacek, aye; and Thomas Hausman, aye.

III. Approval of Bills and Payroll

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

IV. Treasurer's Report

Becky Masik said she would give her report during Board Corner.

Motioned to suspend agenda and move to IX: Unfinished business, Items A-F. Susan Moore moved, Chris Riter seconded all aye.

A. Capital Improvement Project: Progress, Furniture Design, Budget & Upcoming Activities Update

Marc Rogers gave a quick progress report of the project. Below is his report. Henry Bros. have begun preconstruction work. The contract between APLD and Henry Bros. was signed on 12/6/21 and a kick-off meeting was held on 12/10/21. The Village permit review is complete and Henry Bros. will pick up the approved permit on 12/28/21. The storage shed was relocated on 12/18/21. Bids for Phase 1A moving and workstation furniture have been received and are under review. So far all are a little under budget. Those awards will be ready for Board consideration at the January Board meeting. Pending bid alternates need further Board discussion for approval. There really has been no change to the anticipated costs. Upcoming activities include furniture design & procurement, bid reviews for moving services and office workstation furniture, escrow and lien waiver review, and easement agreements.

Stacey Paul gave a presentation of all the furniture designs and finishes that have been approved by the Library's management team. There was discussion on some particular pieces. Jennifer Drinka commented the Board should not vote on every piece of furniture. Stacey said her presentation was just a high level overview and is not showing the Board every piece. Marc agreed unless there was a significant issue with some piece that needed to be discussed. Marc stated the quick summary for everything Stacey just showed us are being finalized for bid packages that will go out over the next month or so. We will start to see some approvals being requested of the Board in January, February, and March. The goal is to get all of the staff workstations completed as part of Phase 1A. After completion of Phase 2 is when any of the balance of the public furniture really needs to come in.

B. Capital Improvement Project: Alternate Approval Discussion

Marc said this is on page 2 of the CCS report in the Board packet. The alternate is for card readers @ 14 additional doors for \$89K. CCS' advice is not to spend \$89K this early in the project for an alternate when we have not even broke ground yet. The Board concurred to table the card readers.

C. Capital Improvement Project: Alternate Approvals

- i. Approval to award alternate #3 for work in the Lower Level Serving Room 016 to Henry Bros. Company in the lump sum bid amount of \$15,000.

Marc gave a quick summary of all the alternates slated for discussion and CCS' recommendations. Marc and the Board agreed to vote on the approval of alternate #3 and save the other alternates for a thorough discussion at a committee meeting. Chris Riter moved and Paul Hettich second a motion to approve to award alternate #3 for work in the Lower Level Serving Room 016 to Henry Bros. Company in the lump sum bid amount of \$15,000. Becky thinks it would be easier to update a kitchen later than to add a window to a building. Paul Hettich, aye; Chris Riter, aye; Susan Moore, aye; Ann Kakacek, aye; Becky Masik, nay; Courtney Kotloski, aye; and Thomas Hausman, aye. Ann Kakacek moved and Paul Hettich second a motion to save discussions for alternates 2, 5, 7 and 8 for a committee meeting. Courtney Kotloski, aye; Becky Masik, aye; Ann Kakacek, aye; Susan Moore, aye; Chris Riter, aye; Paul Hettich, aye; and Thomas Hausman, aye.

D. Capital Improvement Project: Director and Board of Trustee Change Order Approval Threshold Discussion

Marc explained briefly the change order approval thresholds. If something happens in the middle of the project that will cost money but we need to approve right away we do not want to necessarily wait for a Board meeting to get approval. We need to approve what thresholds the Director, with the authority of Board approval, the Board President, and or the Renovation Expansion Committee Head has over these change orders. If there is a change order, the Board will be advised of what that change order was, regardless if the Director approved it because they had authority to do so or not. However, in the middle of a month, if something needs to be approved, we try to package those for approvals as needed to

keep the project going. If an approval is not critical for time, we will not approve it. We will wait even if it is below the threshold to bring to the Board. There are three different thresholds, anything below \$10,000 or to be exact, \$9,999.99 or less, may be approved by the Library Director. Anything between \$10,000.00 - \$19,999.99 could be approved by the Library Director as long as they write a statutory required determination that it meets the three bullet points in the Board report or one of the three bullet points, as well as has the authority of the approval of the Library Board President or Renovation Expansion Committee Head, assuming that one of those could be reached, and then the third one is anything over \$20,000 must be approved by the Board.

E. Capital Improvement Project: Change Order Approval Thresholds: Approval of the following change order approval thresholds and procedure:

- i. Chris Riter moved and Paul Hettich seconded the motion to approve change orders, which increase or reduce the original contract price by \$9,999.99 or less may be approved and signed by the Library Director. Courtney Kotloski, aye; Paul Hettich, aye; Chris Riter, aye; Susan Moore, aye; Ann Kakacek, aye; Becky Masik, aye; and Thomas Hausman, aye.
- ii. Susan Moore moved and Paul Hettich seconded the motion to approve the Library Director is authorized to issue the statutory written determination for change orders which increase or reduce the original contract price by \$10,000.00 to \$19,999.99 and may authorize and sign the change order with the approval of the Library Board President, or Renovation and Expansion Committee Head. Ann Kakacek, aye; Becky Masik, aye; Courtney Kotloski, aye; Paul Hettich, aye; Chris Riter, aye; Susan Moore, aye; and Thomas Hausman, aye.
- iii. Chris Riter moved and Paul Hettich seconded the motion to approve change orders, which increase or reduce the original contract price by over \$20,000 must be approved by the Library Board. Susan Moore, aye; Ann Kakacek, aye; Becky Masik, aye; Courtney Kotloski, aye; Paul Hettich, aye; Chris Riter, aye; and Thomas Hausman, aye.

F. Capital Improvement Project – Action Required – Henry Bros. Pay Application #1 Approval

- i. Ann Kakacek moved and Paul Hettich seconded the motion to approve to issue payment for Henry Bros. Company Pay Application #1 in the sum of \$111,280. Paul Hettich, aye; Chris Riter, aye; Susan Moore, aye; Ann Kakacek, aye; Becky Masik, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

The next Renovation and Expansion Committee meeting was scheduled for Tuesday, January 18 at 6pm. Marc Rogers and Ryan LeFave left the meeting at 8:40pm.

V. President's Comments

Tom thanked Courtney for signing all of the staff holiday cards and thanked Jennifer Drinka and Kathy Deaner for organizing and purchasing the Piggly Wiggly gift cards for staff on behalf of the Board. Tom talked about the contract-signing meeting with Henry Bros. and Chris Riter said he never received an email regarding the signing. Jennifer will double-check her email distribution list. Tom is having a medical procedure done at Northwestern Hospital on January 10. Everyone wished him well.

VI. Notices and Communications

A. Laura K. Lawless Donation and E-mail

Thomas Hausman read an email from Laura K. Lawless, a former patron along with her donation of \$750.

B. Letter from the Office of Representative Lauren Underwood

Thomas Hausman read correspondence from Lauren Underwood's office regarding non-delivery of Library mail. Jennifer Drinka stated she was happy she was finally able to speak with a person at the Lake Villa post office regarding our issues with mail delivery.

VII. Library Director's Report

A. Overview of Reports

i. 2020-2021 Annual Report

Jennifer Drinka reported computer use is way up in the building as are website visits. The 2020-2021 annual report is included in your board packet. Please take some time to look at it on your own. It is interesting to see how things change over time. The things most notable are comparing our circulation to last year to see what went up, even though it should have been expected to go down. Some items that went up in circulation were Adult Fiction, Young Adult Fiction, Children's Nonfiction, Children's Video Games and adult things like telescopes, hotspots and Roku's. These are physical things that checked out more in fiscal year 2021 than the previous year, even though we were open less hours due to the pandemic. E-books and e audiobooks are sharply increasing. Physical books are still the bulk of the books that check out compared to e-books, even though e-books keep going bigger and bigger. The same with the physical videos but music CDs may be phasing out. Magazines will always have some people that stop in and read but you are going to see our collection getting smaller because people are using digital magazines more than they ever read the physical magazines. Our online service databases usage is going up as well.

ii. Per Capita Grant Report

Jennifer reported the Per Capita Grant report application was in everyone's Board packet. The three main focuses are updating our Disaster Plan, updating our IT Plan, and creating a Succession Plan.

Weeding is pretty much all done and now staff have started into our RFID project. The audit is not going to be done by the end of this year due to issues with the auditors. They are taking full responsibility for it and are filing for an extension.

We had a fire alarm issue the other night. Jennifer came out at 2:30 in the morning along with the fire department and police. It turns out there was a leak in the roof and it got into our fire alarm

system. Becky Jacobson got selected to present at Reaching Forward, a statewide conference in May, regarding the marketing materials she and Dana Bokhari developed for our Library for the referendum and during the pandemic.

B. Personnel Changes

i. Thea Walker, Children's Associate hiring

Thea Walker has been hired as Children's Associate starting January 3, 2022. Susan Moore moved and Chris Riter seconded the motion to approve Thea Walker as Children's Associate. Paul Hettich, aye; Chris Riter, aye; Susan Moore, aye; Ann Kakacek, aye; Becky Masik, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

VIII. Public Comment

A. Board Corner

- i. Ann Kakacek- *No comments.***
- ii. Becky Masik- *We have \$373,446.39 in our Operating Account, \$850.33 in the Small Check Book, \$1,818,462.04 in our Money Market Account, and \$8,152.68 in our CD Account.***
- iii. Chris Riter- *No comments.***
- iv. Courtney Kotloski- *I will be on an episode of NBC's Chicago Fire and will be filming all day on January 8. Do not know when it will air.***
- v. Paul Hettich- *No comments.***
- vi. Susan Moore- *No comments.***

B. Citizens' Comments

No citizens

C. Staff Comments

Amy Blue and Kathy Deaner thanked the Board for their Piggly Wiggly gift card. Jennifer Drinka stated to the Board after discussing it with

the Management team, she and Amy Blue sent an email out to staff regarding the procedures that are followed if a staff member tests positive for Covid.

D. Friends' Report

Friends do not meet in December.

IX. Unfinished Business

A - F

Discussed earlier in the meeting. See above.

X. New Business

A. By-Laws of the APLD Board of Trustees

Tom explained his thoughts on removing 'term limits' from the By-Laws of the APLD Board of Trustees. The Board concurred with Tom even though Becky sees a point in rotating positions for gaining additional experience. Susan Moore moved and Courtney Kotloski seconded a motion to change and strike the By-Laws of the APLD Board of Trustees. Paul Hettich, aye; Chris Riter, aye; Susan Moore, aye; Ann Kakacek, aye; Becky Masik, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

B. PM PER 4: Job Posting

Becky Masik moved and Susan Moore seconded a motion to approve and adopt a Job Posting Policy, which will supersede the Qualifications of Applicants Policy, Transfers and Promotions Policy and Demotions Policy established in the Library District's Personnel Policy Manual and the Job Posting Policy established in the Employee Handbook, which were previously approved by this Board of Library Trustees. Paul Hettich, aye; Chris Riter, aye; Susan Moore, aye; Ann Kakacek, aye; Becky Masik, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

C. Marketing and Communications Associate job description

Ann Kakacek moved and Paul Hettich seconded a motion to approve the Marketing and Communications Associate job description. Paul Hettich, aye; Chris Riter, aye; Susan Moore, aye; Ann Kakacek, aye; Becky Masik, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

XI. Closed Session

A. Library Director's Evaluation

Chris Riter moved and Paul Hettich seconded a motion to go into closed session for Library Director's Evaluation at 9:27pm. All voted aye.

Chris Riter moved and Paul Hettich seconded a motion to exit closed session at 9:49pm and return to regular session. All voted aye.

Thomas Hausman said the Library Board gives Jennifer Drinka an A+, and he never gave an A+ in all the years he taught.

XII. Adjournment

Paul Hettich moved and Chris Riter seconded the motion to adjourn at 9:51p.m. All voted aye.



Susan Moore, Secretary