



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, January 25, 2022 at 7:04 p.m. in the Eide Room at the Library.

Present:

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

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

Susan Moore moved and Ann Kakacek seconded a motion to approve the December 30, 2021 Minutes of the Antioch Public Library District Board of Trustees. Becky Masik, aye; Susan Moore, aye; Ann Kakacek, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

Courtney Kotloski moved and Susan Moore seconded a motion to approve the December 30, 2021 Executive Session Minutes. Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

III. Approval of Bills and Payroll

Susan Moore moved and Becky Masik seconded a motion to approve the bills and payroll for the month of January 2022. On a roll call vote: Courtney Kotloski, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman aye.

IV. Treasurer's Report

Becky Masik reported the operating account is \$356,602.61, the small checkbook is \$850.33, money market is \$1,621,777.18, and the CD is \$8,152.68.

V. President's Comments

Tom Hausman stated tomorrow morning he would be at Northwestern Memorial Hospital in Chicago to undergo a procedure to fix his aortic valve. Everyone wished Tom well.

VI. Notices and Communications

A. 2022 Legal Calendar

Jennifer Drinka explained the 2022 Legal Calendar was from our attorney outlining certain things we legally have to do at certain times of the year.

Thomas Hausman read a thank you card from employee Keel Vetere thanking the Board for the gift card from the holidays.

B. ILA Library Legislative Meet-Up

Jennifer Drinka explained the ILA Library Legislative Meet-Up is a day where you have an opportunity to meet with different politicians in the State who represent our District. Normally it is in person, but this year it will be on Zoom. Jennifer encouraged everyone to attend. It is Monday, February 21 at 9:00am. They will be discussing the main issues facing public libraries in Illinois.

Motioned to suspend agenda and move to VII.B.i – Hilary Schneider Personnel Changes

Susan Moore moved and Courtney Kotloski seconded all aye.

Thomas Hausman on behalf of the Board thanked Hilary Schneider for 10 years of outstanding service and presented her with a check for \$100. Jennifer Drinka will also present Hilary with a certificate of outstanding service once the entire Board has signed it. Jennifer stated Hilary works as a Page and also takes care of putting items in our scrapbooks for our history and has helped with our 100th anniversary. Kathy Deaner stated Hilary has

also worked in our Business Office for a period. Everyone present applauded Hilary. Hilary left at 7:16pm.

VII. Library Director's Report

A. Overview of Reports

Jennifer explained the RFID project. We are converting our check out items to special tags that will help people use the self-check. We need to put these tags on 117,000 some items. It is a big project, so staff from across the Library are working on this. We hope to be done by mid-February. Jennifer said we are asking the Friends group to help and other volunteers. Jennifer asked the Board if anyone would like to help with the project to let her know. Jennifer told the Board she sent an email yesterday regarding the FOIA training and the Open Meetings Act training. Once you finish your training make sure to print your certificates and give to Kathy Deaner. Jennifer said last year the Board asked to start the payroll and personnel committee earlier this year, which usually meets in April, so this year she would like to start meeting in March. Jennifer, Amy Blue and Becky Jacobson gave a presentation to the Woman's Club for fundraising for the building project. Jennifer was invited to present to the Chamber in April.

Jennifer highlighted some statistics from the past month: the door count is up 13% over December 2020, physical checkouts are down 8% over last month, and downloads are up 12% over last month. Teen outreach numbers are high. Carol and Brenda from the Teen Department have been visiting the high school once a month. They are seeing 50 or 60 kids at a time come to Library activities at the school. In the comments, people say they are returning to the Library for the first time since Covid. People also miss the cookies.

B. Personnel Changes

- i. Hilary Schneider (10 year award) – Presented earlier in the meeting.
- ii. Devin Wood, Adult Services Associate resignation – Devin, a recent hire was offered a full time job in Johnsburg.
- iii. Thea Walker, Children's Services Associate resignation – Thea whom was approved last month for hire worked here for just over a day, had an issue arise at her other job so she decided just to work at the one job.

Becky Jacobson just made an offer to somebody for our Marketing Associate position. We just need to do a background check.

VIII. Public Comment

A. Board Corner

- i. Ann Kakacek- *No comments.***
- ii. Becky Masik- *No comments.***
- iii. Chris Riter- *Absent***
- iv. Courtney Kotloski- *No comments.***
- v. Paul Hettich- *Absent***
- vi. Susan Moore- *No comments.***

B. Citizens' Comments

No citizens

C. Staff Comments

No staff comments.

D. Friends' Report

The Friends are working on cleaning out their stairwell and working on changing leadership since Jessica Wisdom is leaving in March.

IX. Unfinished Business

A. Renovation & Expansion:

- i. Progress, Budget, Schedule updates & Schedule next meeting**

Marc Rogers gave a quick progress report of the project, which is also located in everyone's Board packet. Henry Bros. Company pre-construction work is ongoing. The approved building permit was received. Bids for Phase 1A moving and workstation furniture have been received. A construction material testing RFP was issued. The next Furniture Bid packages (public space furniture and shelving) are being finalized. There have been no changes to the budget. February 22 at 6pm is the next furniture meeting with the

Renovation & Expansion Committee. February 7 at 7pm is a pre-groundbreaking meeting.

ii. Alternates Discussion & Upcoming Activities

Marc Rogers highlighted the alternates discussion & upcoming activities. His full report is located in everyone's Board packet. Henry Bros. provided required approval dates for pending alternates in order to maintain the bid pricing. Board discussion of pending alternates is requested based on the 1/18/2022 Renovation & Expansion Committee. No alternates are recommended for approval at January's Board meeting. Alternate #2-card readers – The Renovation & Expansion Committee has recommended not expanding the card reader system at this time. The Renovation & Expansion Committee requested four potential window locations be discussed. There is some time on where to place windows, but not too much time. Becky Masik said the Renovation & Expansion Committee like the idea of more windows but wait until we are more into the project to see where we are at with the contingency fund. Henry Bros. should get the pricing for windows and a quote for solar tubes. Marc will table the discussion on what windows until next month. Tom Hausman commented the staff deserve windows. Ann Kakacek says windows for staff are more important for staff who work eight hours a day. Patrons are in and out of the library. Becky Masik summarized discussion consensus seems to be windows in staff area. Jennifer Drinka would like a window in Children's area. Upcoming activities include furniture design & procurement, phase 1A moving vendor, bid reviews, escrow and lien waiver review, easement agreements, grant application, and groundbreaking ceremony planning.

iii. Workstation Furniture Award Recommendation

Stacey Paul stated in everyone's Board packet is Studio GC's letter of recommendation for FFE Bid Package #1. Bids for the reference project were received on December 16, 2021; four bids were received by the deadline. Studio GC have analyzed the bids and the qualifications of the bidders and recommend that the contract for Bid Package #1 be awarded to Interior Investments in the base bid amount of \$136,226.00. Studio GC does not recommend acceptance

of the lowest bid received because their proposal did not conform to the design requirements set forth in the Bid Instructions.

iv. APLD Bid Package #1: Office Workrooms Approval:

Approval to award and enter into a contract, with Board President as signatory, for APLD Bid Package #1: Office Workrooms with Interior Investments in the lump sum bid amount of \$136,266.00. Becky Masik moved and Susan Moore seconded. Roll call vote: Courtney Kotloski, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman, aye.

v. Schedule Groundbreaking: Week of February 28

The Groundbreaking Ceremony was scheduled for March 1 at 12pm. There will be some construction fencing and equipment around site area. Becky Masik moved and Susan Moore seconded. Courtney Kotloski, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman, aye.

Motioned to suspend agenda and move to X.B. – Title Company Escrow and Payment Process Approval.

Susan Moore moved and Courtney Kotloski seconded all aye.

Becky Masik moved and Susan Moore seconded a motion to approve to enter into an agreement with Chicago Title and Trust Company for Construction Escrow Trust Setup and Payment Disbursing with payments to be made into the escrow by the Library Director. Marc Rogers explained the motion. When a contractor gives a pay application to the Library to pay that is going to be a large dollar amount. It is going to have many different subcontractors that need to be paid. We hire a third party company, Chicago Federal Trust, to make all the payments. The reason why you use one of these companies is to do that check to make sure all the lien waivers are there appropriately, also so that if subcontractor A doesn't have all their paperwork, all the other subcontractors can still get paid out and the whole pay application as a bundle isn't held up by one subcontractor. It is about \$400 to do that paperwork filing and \$1,000 initial set up to put all this in place. The Library does not have any cost besides those. The Library does not take all the money and put it into that trust right away. The Library will do a wire transfer for the exact

amount due to the whole pay application each month, and then the trust company distributes payments to each of the subcontractors and contractors as they get the paperwork in. Courtney Kotloski, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman, aye. Marc Rogers, Ryan LeFave, and Stacey Paul left at 8pm.

B. Intergovernmental Agreement with D117

Susan Moore moved and Courtney Kotloski seconded a motion to enter into an Intergovernmental Agreement (IGA) with D117. Jennifer Drinka explained the elementary school for the past two years alongside District 117 has asked us to enter into this IGA. What this means is by Illinois library law; we cannot issue cards to teachers. By law, this enables us to issue cards to teachers as long as they give us something in return and what they are willing to give us is quite a lot. If you look at your amendment B In Kind Services, it is to give the Library a chance to speak at different events. They are willing to bus students from the school to the Library. They will promote our programs and activities. They are going to put a Library card on the school's supply list and add our apps to their student's devices and several other things, as well as let us have free auditorium space and the SCHOOL DISTRICT will provide LIBRARY (staff use only) use of makerspace materials that the SCHOOL DISTRICT owns. Becky Masik, aye; Susan Moore, aye; Ann Kakacek, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

X. New Business

A. 2021 Audit Presentation: Kathy Naughton and Michael Wall

Kathy Naughton of Eder, Casella and Co. gave an overview of the 2021 audit. The full audit report is in the Board packet. Kathy Naughton said the audit went very well. Kathy said Jennifer Drinka, Kathy Deaner and Suzanne Jones were organized, prepared and very helpful. Your outside accountant Michael Wall was very responsive and is an important part of your team. They spoke with our new Board Treasurer, Becky Masik and found her very knowledgeable. Kathy said there was no management letter just a few minor recommendations. Management has always been extremely receptive to our feedback. Kathy then shared her screen to do an overview of the process of the audit and then just pointed out the different sections in the audited financial statements. When Kathy was finished, Tom Hausman asked

for a final diagnosis. Kathy said, you are in good shape. Jennifer Drinka said she has already delivered the audit to the Lake County Clerk. Tom Hausman thanked Jennifer Drinka, Kathy Deaner, and Suzanne Jones for helping with the audit. Kathy Naughton left the meeting at 8:37pm. Ann Kakacek moved and Susan Moore seconded the motion to accept the 2021 audit. Becky Masik, aye; Susan Moore, aye; Ann Kakacek, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

B. Title Company Escrow and Payment Process Approval: Approval to enter into an agreement with Chicago Title and Trust Company for Construction Escrow Trust Setup and Payment Disbursing with payments to be made into the escrow by the Library Director

This was earlier in the meeting.

C. SER23: Privacy and Confidentiality

Susan Moore moved and Becky Masik seconded the motion to approve SER23: Privacy and Confidentiality. Jennifer Drinka explained the changes to the policy. We received grant money for additional hotspots, however, we need to keep records of the patrons who use those hotspots. Courtney Kotloski, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman, aye.

D. Resolution to Make Certain Closed Session Meeting Minutes Available for Public Inspection 22-1

Courtney Kotloski moved and Ann Kakacek seconded the motion to approve the Resolution to Make Certain Closed Session Meeting Minutes Available for Public Inspection 22-1. Jennifer Drinka explained this needs to be done every six months. Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

E. Resolution to Destroy Old Closed Session Audio Recordings 22-2

Ann Kakacek moved and Susan Moore seconded the motion to adopt a Resolution to Destroy Old Closed Session Audio Recordings 22-2. Jennifer Drinka explained these sessions could be destroyed 18 months after the meeting. Becky Masik, aye; Susan Moore, aye; Ann

Kakacek, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

F. Resolution for the Selection of Library Materials and the Use of Library Materials and Facilities 22-3

Susan Moore moved and Courtney Kotloski seconded the motion to adopt a Resolution for the Selection of Library Materials and the Use of Library Materials and Facilities 22-3. Jennifer Drinka explained we do this no less than every two years. Becky Masik, aye; Susan Moore, aye; Ann Kakacek, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

XI. Closed Session if necessary

Closed session was not necessary.

XII. Adjournment

Susan Moore moved and Courtney Kotloski seconded the motion to adjourn at 8:55p.m. All voted aye.



Susan Moore, Secretary