



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, February 22, 2022 at 7:15 p.m. in the Eide Room at the Library.

Present:

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

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

Susan Moore moved and Paul Hettich seconded a motion to approve the January 25, 2022 Minutes of the Antioch Public Library District Board of Trustees. Paul Hettich, aye; Susan Moore, aye; Becky Masik, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

Courtney Kotloski moved and Paul Hettich seconded a motion to approve the January 18, 2022 Renovation & Expansion Committee Minutes. Paul Hettich, aye; Susan Moore, aye; Becky Masik, aye; Courtney Kotloski, 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 February 2022. On a roll call vote: Courtney Kotloski, aye; Becky Masik, aye; Susan Moore, aye; Paul Hettich, aye; and Thomas Hausman aye.

IV. Treasurer's Report

Becky Masik reported the operating account is \$386,817.89, the small checkbook is \$850.33, money market is \$1,556,547.13, and the CD is \$8,154.76.

V. President's Comments

Tom Hausman stated four weeks ago he had an operation at Northwestern Memorial Hospital in Chicago to replace his aortic valve; his recovery is on going. Everyone wished Tom well and he thanked everyone for his or her well wishes. Tom declared he would like his legacy to be the renovation and expansion of the building.

VI. Notices and Communications

Tom Hausman read a thank you card from Barbara Lane thanking Reference Associate Robin Barlow for her assistance in locating the obituary of her great great grandmother.

VII. Library Director's Report

A. Overview of Reports

Jennifer reported there was an all staff meeting on Friday, February 18 bringing staff up to date on all things renovation & expansion. The Library is currently developing a diversity committee. Jennifer stated the Library is donating to Ainsley Wonderling, Museum Director, of the Lakes Region Historical Society, Betty Lu Williams', the third Librarian, office desk for their library corner at the museum. Jennifer reported that she would be attending the PLA 2022 Conference in Portland, Oregon March 23 – 25.

B. Personnel Changes

i. Sara Olsen, Market & Communications Associate hiring

Jennifer Drinka announced the hiring of Sara Olsen as Marketing & Communications Associate. Becky Masik moved and Paul Hettich seconded a motion to approve the hiring of Sara Olsen as Market & Communications Associate. Paul Hettich, aye; Susan Moore, aye; Becky Masik, aye; Courtney Kotloski, aye; and Thomas

Hausman, aye.

VIII. Public Comment

A. Board Corner

- i. Ann Kakacek- *Absent*
- ii. Becky Masik- *No comments.*
- iii. Chris Riter- *Absent*
- iv. Courtney Kotloski- *Courtney asked if we could look into the policy of having remote meetings for nights like tonight when there are warnings of hazardous weather conditions. Jennifer Drinka will look into what the law allows.*
- v. Paul Hettich- *Paul wanted to make a motion to have APLD follow the Governor's mask ending mandate effective midnight February 28, 2022. Jennifer Drinka responded it was not necessary because the Library is already doing so. Signage will be coming down on the effective date. Staff have been told they can still wear masks if they are more comfortable doing so.*
- vi. Susan Moore- *Susan said she attended the legislative meetup and found it very interesting. There was a lot of commentary regarding libraries being our community center.*

B. Citizens' Comments

No citizens

C. Staff Comments

Amy Blue said we are working at max capacity. We have been very busy moving the collection and tagging.

Jennifer Drinka said she was glad to work with the staff she has.

D. Friends' Report

Amy Blue stated this is Jessica Wisdom's last month. She is moving to Wisconsin and is leaving in March. Marilyn Cotteleer and Laura

Fowler will be taking over as co-leads. The Friends group will be meeting once a month at Lovin' Oven during construction.

IX. Unfinished Business

A. Renovation & Expansion:

i. Progress, Budget, Schedule updates Upcoming Activities

Becky Masik stated the Groundbreaking Ceremony would be Tuesday, March 1 between 12 – 1pm. Becky Jacobson will let the Board know what time to be there for photo opportunity.

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 Village approved easements. Furniture bid package #2 to be discussed later tonight. The Live and Learn grant application was submitted. The project continues to track within the budget. There is about \$200,000 in the contingency fund, a slight increase due to a reduced anticipated cost for builders risk insurance. No change to the master project schedule – construction anticipated to start 3/7/2022. Upcoming activities include: finalizing shelving bid package, release A/V package for public bidding. The initial move is scheduled for 3/2/2022, the groundbreaking ceremony is March 1, 2022, and construction activities to start 3/7/2022. The next committee meeting is scheduled for March 29 at 6pm.

B. Intergovernmental Agreement with CCSD 34

Susan Moore moved and Paul Hettich seconded a motion to enter into an Intergovernmental Agreement (IGA) with CCSD 34. Jennifer Drinka explained this IGA is slightly different from the IGA with District 117. Amendment B is different but still a very nice arrangement. Courtney Kotloski, aye; Becky Masik, aye; Susan Moore, aye; Paul Hettich, aye; and Thomas Hausman, aye.

X. New Business

A. Renovation & Expansion Project:

i. Construction Material Testing Award Recommendation

Marc explain this is required testing and is separate from the contractor. We have sent out a request for proposal (RFP) and four bids came back, which are in everyone's Board Packet.

ii. Approval to award the Construction Material Testing Services scope of work to Flood Testing Laboratories

Susan Moore moved and Paul Hettich seconded the motion to approve to award the Construction Material Testing Services scope of work to Flood Testing Laboratories. Marc commented he has good experience with working with them in the past. Paul Hettich, aye; Susan Moore, aye; Becky Masik, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

iii. Furniture Bid Package #2: Ancillary/Patron Area: Award Recommendations

Marc said this was discussed in the committee meeting and the committee recommends not to award tonight. They are over budget because the number of chairs increased as well as the cost. Some items added were not in the original bid. Marc said this is not critical to award today. There needs to be additional discussions with the vendor.

B. SER28: Capitalization Policy

Courtney Kotloski moved and Paul Hettich seconded the motion to approve *SER28: Capitalization Policy*. Jennifer Drinka explained the auditors requested this policy. Paul Hettich, aye; Susan Moore, aye; Becky Masik, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

C. SER6: Programming and Outreach Policy

Becky Masik moved and Paul Hettich seconded the motion to approve and adopt a Programming and Outreach Policy, which will supersede the Children's Programs and Outreach Policies, which were previously approved by this Board of Library Trustees. Courtney Kotloski, aye; Becky Masik, aye; Susan Moore, aye; Paul Hettich, aye; and Thomas Hausman, aye.

D. PER12: Remote Working at Home Policy

Susan Moore moved and Paul Hettich seconded the motion to adopt *PER12: Remote Working at Home Policy*. Jennifer Drinka explained this is a revised work from home policy. Especially during construction, Jennifer said she would be leaving it up to the manager's discretion as to whether or not it is better to have staff work remotely some days. Becky Masik, aye; Susan Moore, aye; Ann Kakacek, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

E. Create Fundraising Committee

Tom Hausman asked what this committee would entail. Jennifer Drinka explained why she would like to update our donor handout. Jennifer said we already have planned a fundraiser in the fall with the Women's Club for our Garden Walk. Tom Hausman said he would like a motion to create a fundraising committee of seven. Becky Masik moved and Paul Hettich seconded the motion to create a fundraising committee of seven. Courtney Kotloski, aye; Becky Masik, aye; Susan Moore, aye; Paul Hettich, aye; and Thomas Hausman, aye. The committee will consist of two Board members, Courtney Kotloski, Chair and Becky Masik, two Woman's Club members, two Friends members, and one APLD staff, Becky Jacobson.

F. March 2, 2022. 9am – 12pm closure for moving day

Susan Moore moved and Paul Hettich seconded a motion to approve to close the Library March 2, 2022 from 9am – 12pm to the public for moving. Courtney Kotloski, aye; Becky Masik, aye; Susan

Moore, aye; Paul Hettich, aye; and Thomas Hausman, aye.

G. In-Service Day closure – April 29, 2022

Susan Moore moved and Paul Hettich seconded the motion to close the Library to the public on April 29, 2022 for In-Service Day.

Courtney Kotloski, aye; Becky Masik, aye; Susan Moore, aye; Paul Hettich, aye; and Thomas Hausman, aye.

XI. Closed Session if necessary

Closed session was not necessary.

XII. Adjournment

Becky Masik moved and Paul Hettich seconded the motion to adjourn at 8:37p.m. All voted aye.



Susan Moore, Secretary