



## **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, March 29, 2022 at 7:20 p.m. in the Phyllis Ann Kakacek Boardroom at the Library.**

**Present:**

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

**Thomas Hausman suspended the meeting to move to agenda item VII.B. Personnel Changes iii – Kat Solheim (5-year award).**

**Thomas Hausman on behalf of the Board of Trustees thanked Kat Solheim for her five years of service at the Library and presented her with a certificate of appreciation and a check for \$50. Tom mentioned Kat had worked with his wife several years ago at another library. Amy Blue, who is Kat's immediate supervisor, commented Kat is always willing to take on any task and does so much for the department and the Library. Kat is a 'Jane of all trades'. Everyone in the room applauded Kat. Kat left the meeting at 7:23pm.**

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

**Chris Riter moved and Paul Hettich seconded a motion to approve the February 22, 2022 Minutes of the Antioch Public Library District Board of Trustees. Becky Masik, aye; Courtney Kotloski, aye; Susan Moore, aye; Ann Kakacek, aye; Paul Hettich, aye; Chris Riter, aye; and Thomas Hausman, aye.**

**Ann Kakacek moved and Paul Hettich seconded a motion to approve the**

**February 7, 2022 Renovation & Expansion Committee Minutes. Becky Masik, aye; Courtney Kotloski, aye; Susan Moore, aye; Ann Kakacek, aye; Paul Hettich, aye; Chris Riter, 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 March 2022. On a roll call vote: Becky Masik, aye; Courtney Kotloski, aye; Susan Moore, aye; Ann Kakacek, aye; Paul Hettich, aye; Chris Riter, aye; and Thomas Hausman, aye.**

### **IV. Treasurer's Report**

**Becky Masik reported the operating account is \$126,305.47, the small checkbook is \$850.33, money market is \$1,570,157.88, and the CD is \$8,158.72.**

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

**There were no president's comments tonight.**

### **VI. Notices and Communications**

#### **A. Thank you and donation from Donald M. Fencel**

**Jennifer Drinka stated we have received several donations from Donald Fencel in the past. This month alone he has donated \$500 cash plus a \$50 Dunkin Donuts gift card. Jennifer passed around a couple letters from Mr. Fencel thanking the Library and staff for our services to him and his family.**

#### **B. *The Dog's Ear* staff newsletter**

**The latest edition of staff's '*The Dog's Ear*' newsletter is in everyone's Board Packet.**

**Jennifer Drinka passed around a letter from US Senator Tammy Duckworth congratulating the Antioch Public Library District on our 100<sup>th</sup> year anniversary.**

**Jennifer Drinka read a thank you card from 'A Place to Grow' for donating to them withdrawn kids' books.**



**Jennifer passed a letter around from Graham Harwood, CCS, for flowers sent to him after his recent surgery.**

**Jennifer stated the Board had been invited Penny's Purpose's Second Annual Fundraiser and Silent Auction on April 9 at The Lodge of Antioch and The Rivalry Ale House at 7pm.**

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

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

**Jennifer reported she was at the PLA 2022 Conference in Portland, Oregon March 23 – 25. She was disappointed with their offerings; however, their exhibit hall was great. Their programming focus was diversity, removing bias and barriers from books. Not much real other practical topics. Jennifer said there were a few department specific items that may be of interest to staff, which she will share with them later. Attendance at PLA was just about 50% of what it usually is. Jennifer mentioned there have been comments regarding when Children's programs are going to start again and when will toys be on the floor again. In house and off-site Children's programming will start up in the summer. Toys are back out on the floor now and we have special cleaning solutions to use on them daily. Jennifer and Amy Blue will be speaking to St. Peter's Church's Council of Catholic Women regarding the Library's history. Construction has started and staff has been great with all the disruption.**

### **B. Personnel Changes**

#### **i. Sydney Koslica, Children's Services Associate hiring**

**Jennifer Drinka announced the hiring of Sydney Koslica as Children's Services Associate. Becky Masik moved and Paul Hettich seconded a motion to approve the hiring of Sydney Koslica as Children's Services Associate. Chris Riter, aye; Paul Hettich, aye; Ann Kakacek, aye; Susan Moore, aye; Courtney Kotloski, aye; Becky Masik, aye; and Thomas Hausman, aye.**

#### **ii. Sarah Pila, Adult Services Associate hiring**

**Jennifer Drinka announced the hiring of Sarah Pila as Adult**

**Services Associate. Becky Masik moved and Paul Hettich seconded a motion to approve the hiring of Sarah Pila as Adult Services Associate. Chris Riter, aye; Paul Hettich, aye; Ann Kakacek, aye; Susan Moore, aye; Courtney Kotloski, aye; Becky Masik, aye; and Thomas Hausman, aye.**

**iii. Kat Solheim (5-year award)**

**This was moved to the beginning of the meeting.**

## **VIII. Public Comment**

### **A. Board Corner**

- i. Ann Kakacek- *No comments.***
- ii. Becky Masik- *No comments.***
- iii. Chris Riter- *Chris said he is back to work at his office in Lake Forest for the first time in two years.***
- iv. Courtney Kotloski- *No Comments.***
- v. Paul Hettich- *No Comments.***
- vi. Susan Moore- *No Comments.***

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

**No citizens**

### **C. Staff Comments**

**No staff comments.**

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

**Amy Blue stated Marilyn Cotteleer and Laura Fowler are the new Pro-tem co-Presidents. The Friends are still working on moving out of their room. Paul Hettich volunteered a temporary storage facility for their items, if need be at the VFW. Amy said still in lieu of Covid we will not be having a potluck luncheon for the volunteers but we will be having a virtual appreciation Zoom meeting with them and sending each a gift for our thanks.**



## **IX. Unfinished Business**

### **A. Capital Improvement Project-Progress, Budget, Change Order, Alternates, Schedule & Upcoming Activities Discussion and Updates**

**Marc Rogers gave a quick progress report of the project, which is also located in everyone's Board packet: Work has started on site and we are under construction. A request for bid has been publicly issued for Phase 1B, Phase 2 and Final Move-in Moving Services. Nicor gas line relocation has been scheduled for 3/22 thru 3/23. Proposals for multiple furniture and A/V packages have been received. The project continues to be within budget. No change orders. We are declining alternate #2 for the card reader system upgrade. CCS will notify Henry Bros. Company this alternate is formally declined. Alternate #5 – Garden Walk and Alternate #8 Window in Existing Exterior Wall are still open for future consideration. The next Renovation & Expansion Committee meeting has been scheduled for Tuesday, April 26 at 6pm. Paul Hettich commented the Village is anticipating a record attendance for the July 4 festivities and recommends we have everything behind the construction fences because of crowd anticipation.**

### **B. Remote Meetings**

**Jennifer Drinka was asked at the last Board meeting to investigate when or if the Board can meet remotely. Jennifer reported when the Governor declares a disaster, such as the pandemic, the Board is allowed to meet remotely. The current declaration is March 5 – April 5, 2022. Other than a disaster declaration from the Governor, Board members can join remotely if away due to work or illness but are not allowed to vote on action items.**

### **C. Fundraising Committee**

**Courtney Kotloski and Becky Masik from the Board and Becky Jacobson, Head of Marketing and Communications, are on the Fundraising Committee. Jennifer Drinka attended the first fundraising committee and gave a summary of the meeting. The committee will be updating the donor handout, identifying naming opportunities, Becky Masik will research costs for naming opportunities, discussion regarding reinstating the Library**

Foundation, discussion regarding fundraising events/ideas. The main fundraising effort is to be for the garden walk. An idea of having a 'Roaring 1920's/Speakeasy' themed fundraiser in the fall and a Cake Auction sponsored by the Woman's Club was discussed. Paul Hettich suggested doing a fundraiser to 'Plant a Tree' around the Library.

**X. New Business**

**A. Capital Improvement Project- Multiple Furniture Award Recommendations**

Studio GC recommends awarding the following multiple furniture packages:

Ancillary/Patron Area furniture bid package

Shelving bid package

Allsteel/HON-specific

Herman Miller-specific

Knoll-specific

**B. Capital Improvement Project- Furniture Bid Package #2 Award:**  
Approval to award and enter into a contract, with Board President as signatory, for APLD Bid Package #2- Ancillary/Patron Area Furniture with the lowest responsive bidder, in their lump sum bid amount.

Paul Hettich moved and Chris Riter seconded the motion to approve to issue notice to proceed, for APLD Bid Package #2-

Ancillary/Patron Area Furniture to Interior Investments, subject to confirmation of deductive change order pricing. Becky Masik, aye; Courtney Kotloski, aye; Susan Moore, aye; Ann Kakacek, aye; Paul Hettich, aye; Chris Riter, aye; and Thomas Hausman, aye.

**C. Capital Improvement Project- Furniture Bid Package #3 Award:**  
Approval to award and enter into a contract, with Board President as signatory, for APLD Bid Package #3- Shelving with the lowest responsive bidder, in their lump sum bid amount.

Paul Hettich moved and Ann Kakacek seconded the motion to approve to issue notice of intent to award, for APLD Bid Package #3-



**Shelving to the lowest responsive bidder. Marc stressed this was only an intent to award and the specific amount would be presented at the next Board meeting. Becky Masik, aye; Courtney Kotloski, aye; Susan Moore, aye; Ann Kakacek, aye; Paul Hettich, aye; Chris Riter, aye; and Thomas Hausman, aye.**

- D. Capital Improvement Project- Allsteel/HON Specific Furniture Award: Approval to award and enter into a contract, with Board President as signatory, for Allsteel/HON Specific Furniture in the lump sum proposal amount.**

**Paul Hettich moved and Chris Riter seconded the motion to approve to issue notice to proceed to Henricksen, for Allsteel/HON Specific Furniture. Becky Masik, aye; Courtney Kotloski, aye; Susan Moore, aye; Ann Kakacek, aye; Paul Hettich, aye; Chris Riter, aye; and Thomas Hausman, aye.**

- E. Capital Improvement Project- Herman Miller Specific Furniture Award: Approval to award and enter into a contract, with Board President as signatory, for Herman Miller Specific Furniture, in the lump sum proposal amount.**

**Paul Hettich moved and Courtney Kotloski seconded the motion to approve to issue notice to proceed to Interior Investments for Herman Miller Specific Furniture. Becky Masik, aye; Courtney Kotloski, aye; Susan Moore, aye; Ann Kakacek, aye; Paul Hettich, aye; Chris Riter, aye; and Thomas Hausman, aye.**

- F. Capital Improvement Project- Knoll Specific Furniture Award: Approval to award and enter into a contract, with Board President as signatory, for Knoll Specific Furniture, in the lump sum proposal amount.**

**Paul Hettich moved and Ann Kakacek seconded the motion to approve to issue notice to proceed to Corporate Concepts for Knoll Specific Furniture. Becky Masik, aye; Courtney Kotloski, aye; Susan Moore, aye; Ann Kakacek, aye; Paul Hettich, aye; Chris Riter, aye; and Thomas Hausman, aye.**

**G. Capital Improvement Project- Audio/Visual (A/V) Bid Package- Award Recommendation**

Becky Masik gave a quick overview of the Audio/Visual (A/V) bid packages. The project budget for A/V is \$100,000. We received a single bid in the amount of \$164,805 which is over budget. The Board discussed possibly purchasing smaller TVs and not getting a remote in the Eide room but using a wall mounted touch pad. Becky Masik suggested and the Board concurred to let staff, who use the system, decide which the best route to go is.

**H. Capital Improvement Project- Action Required – Audio/Visual (A/V) Bid Package Award: Approval to award and enter into a contract, with Board President as signatory, for APLD A/V Bid Package with the lowest responsive bidder, in their proposed amount.**

Paul Hettich moved and Susan Moore seconded the motion to approve to award and enter into a contract, with Board President as signatory, for APLD A/V Bid Package with the lowest responsive bidder, in the lump sum amount of \$164,805. Becky Masik, aye; Courtney Kotloski, aye; Susan Moore, aye; Ann Kakacek, aye; Paul Hettich, aye; Chris Riter, aye; and Thomas Hausman, aye.

Marc Rogers left the meeting at 8:40pm.

**I. Appoint Personnel Committee & set meeting date**

Becky Masik moved and Paul Hettich seconded the motion to appoint a Personnel Committee. Becky Masik, aye; Courtney Kotloski, aye; Susan Moore, aye; Ann Kakacek, aye; Paul Hettich, aye; Chris Riter, aye; and Thomas Hausman, aye. The Committee will consist of Thomas Hausman, Chair, Paul Hettich, Chris Riter and Susan Moore as a sit in. The first meeting is scheduled on April 18 at 7pm.

**J. Post-Issuance Tax Compliance Report**

Jennifer Drinka explained we have this checklist, a post-issuance tax compliance report; we would need to do for the next 20 years



because of the bonds. The report states the District complies with the applicable tax law requirements concerning the bonds.

**XI. Closed Session if necessary**

Closed session was not necessary.

**XII. Adjournment**

Susan Moore moved and Ann Kakacek seconded the motion to adjourn at 8:50p.m. All voted aye.



---

Susan Moore, Secretary