



## **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, April 26, 2022 at 7:09 p.m. in the Phyllis Ann Kakacek Boardroom at the Library.**

**Present:**

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

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

**Ann Kakacek moved and Paul Hettich seconded a motion to approve the March 29, 2022 Minutes of the Antioch Public Library District Board of Trustees. Paul Hettich, aye; Susan Moore, aye; Chris Riter, aye; Ann Kakacek, aye; and Thomas Hausman, aye.**

**Susan Moore moved and Paul Hettich seconded a motion to approve the March 1, 2022 Groundbreaking Ceremony Minutes. Paul Hettich, aye; Susan Moore, aye; Chris Riter, aye; Ann Kakacek, aye; and Thomas Hausman, aye.**

**Susan Moore moved and Paul Hettich seconded a motion to approve the March 14, 2022 Fundraising Committee Meeting Minutes. Paul Hettich, aye; Ann Kakacek, aye; Chris Riter, aye; Susan Moore, aye; and Thomas Hausman, aye.**

**Ann Kakacek moved and Paul Hettich seconded a motion to approve the March 29, 2022 Renovation & Expansion Committee Meeting Minutes. Susan Moore, aye; Chris Riter, aye; Ann Kakacek, aye; Paul Hettich, 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 April 2022. On a roll call vote: Paul Hettich, aye; Susan Moore, aye; Chris Riter, aye; Ann Kakacek, aye; and Thomas Hausman, aye.**

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

**In the absence of Becky Masik, there was no treasurer's report. Jennifer Drinka stated we are in the process of renewing the bonding of the Treasurer.**

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

**Thomas Hausman thanked everyone for his or her continuous hard work with all the changes that are happening at the Library.**

**Susan Moore moved and Paul Hettich seconded a motion to suspend the meeting to move to agenda item IX. Unfinished Business A – F. Paul Hettich, aye; Susan Moore, aye; Chris Riter, aye; Ann Kakacek, aye; and Thomas Hausman, aye.**

### **IX. Unfinished Business**

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

**Marc Rogers with Owner's Rep, CCS gave a brief summary of project. His full report is in everyone's Board Packet. Marc reported excavation and foundation wall removal is ongoing; bids for furniture and the next moving phases have been received; coordination for phase 1A to 1B move in early June has begun. The project continues to track within budget, no change in contingency from last month and no change orders have been submitted through 4/19/2022. Alternate #5 – Garden Walk will be discussed more next month. The Women's Club is working with the Library's Fundraising Committee for an event to help subsidize the cost of the Garden Walk. Alternate #8 – Windows in Existing Exterior Walls. Marc said CCS does not recommend constructing any additional staff windows. The Board concurred to not moving forward with**

**Alternate #8, additional windows for staffing areas. There are no updates to the master project schedule. Completion still projected May 2023. Upcoming activities – steel beam signing May 13, 12:30 – 2pm. Furniture orders will be placed and Studio GC will coordinate necessary reselections.**

**B. Capital Improvement Project – Multiple Furniture Award Recommendations**

**Marc Rogers said Studio GC is recommending multiple furniture packages totaling an anticipated amount of \$952,231.**

**Award packages under consideration are:**

- 1. Ancillary/Patron Area furniture bid package**
- 2. Shelving bid package**
- 3. Herman Miller-specific**
- 4. Knoll-specific**

**C. Capital Improvement Project – Furniture Bid Package #2**

**Chris Riter moved and Paul Hettich seconded the motion to approve to award and enter into a contract, with Board President as signatory, for APLD Bid Package #2 – Ancillary/Patron Area Furniture with Interior Investments, for the lump sum of \$389,753.02. Susan Moore, aye; Chris Riter, aye; Ann Kakacek, aye; Paul Hettich, aye; and Thomas Hausman, aye.**

**D. Capital Improvement Project – Furniture Bid Package #3**

**Susan Moore moved and Paul Hettich seconded the motion to approve to award and enter into a contract, with Board President as signatory, for APLD Bid Package #3 – Shelving with Interior Investments, for the lump sum of \$209,949.70. Paul Hettich, aye; Susan Moore, aye; Chris Riter, aye; Ann Kakacek, aye; and Thomas Hausman, aye.**

**E. Capital Improvement Project – Herman Miller Specific Furniture**

**Chris Riter moved and Paul Hettich seconded the motion to approve to award and enter into a contract, with Board President as signatory, for Herman Miller Specific Furniture, with Interior Investments, for the**

**lump sum total of \$45,008.80. Ann Kakacek, aye; Chris Riter, aye; Susan Moore, aye; Paul Hettich, aye; and Thomas Hausman, aye.**

#### **F. Capital Improvement Project – Knoll Specific Furniture**

**Chris Riter moved and Paul Hettich seconded the motion to approve to award and enter into a contract, with Board President as signatory, for Knoll Specific Furniture, with Corporate Concepts, for the lump sum of \$73,802.58. Ann Kakacek, aye; Chris Riter, aye; Susan Moore, aye; Paul Hettich, aye; and Thomas Hausman, aye.**

**Thomas Hausman requested, in order to complete Marc Rogers' portion of the meeting, for a motion to move to New Business.**

**Chris Riter moved and Paul Hettich seconded a motion to suspend the meeting to move to agenda item X. New Business A – E. Paul Hettich, aye; Susan Moore, aye; Chris Riter, aye; Ann Kakacek, aye; and Thomas Hausman, aye.**

#### **A. Planned Library Closure and Plans for Staff**

**Marc reported Henry Brothers is tracking to complete work for the move from phase 1A to phase 1B to occur 6/6/2022 thru 6/17/2022 in which they recommend the Library be closed to the public. Staff would work normal hours 6/6/2022 – 6/15/2022. Jennifer Drinka said 6/16 and 6/17/2022, the rooftop unit is planned to be replaced and staff is suggested not to be in the building at that time. Jennifer asked the Board to pay staff for these two days versus having them work from home. Susan Moore moved and Ann Kakacek seconded the motion to approve to close the Library 6/6/2022 – 6 /17/2022 to the public and approve to pay staff 6/16/2022 – 6/17/2022 if they are recommended not to be in the building during the rooftop unit replacement. Paul Hettich, aye; Susan Moore, aye; Chris Riter, aye; Ann Kakacek, aye; and Thomas Hausman, aye.**

#### **B. Capital Improvement Project – Moving Services: Award Recommendation**

**Marc reported the phase 1B, phase 2 and final moving services bid package was advertised for public bid. Seven vendors received the bid**

documents; two vendors attended a walk thru on site and the same two submitted bids on time. CCS and APLD administration reviewed the proposals. The bid and options for APLD consideration are under review.

#### **C. Capital Improvement Project – Moving Services Bid Package**

Susan Moore moved and Paul Hettich seconded the motion to approve and award and enter into a contract, with Board President as signatory, for APLD phase 1B, phase 2 and final moving services Bid Package with the recommended bidder, in their proposed lump sum amount. Paul Hettich, aye; Susan Moore, aye; Chris Riter, aye; Ann Kakacek, aye; and Thomas Hausman, aye.

#### **D. Capital Improvement Project – Public Coffee Area**

The Board discussed in length whether or not the Library should charge patrons for coffee, if we decide to move forward with a public coffee area. It was decided to charge for public coffee. Susan Moore moved and Paul Hettich seconded the motion to charge the public for coffee. Paul Hettich, aye; Susan Moore, aye; Chris Riter, aye; Ann Kakacek, aye; and Thomas Hausman, aye.

#### **E. Capital Improvement Project – Henry Brothers Pay Application #2**

Susan Moore moved and Chris Riter seconded the motion to approve to issue payment for Henry Brothers Payment Application #2 in the amount of \$107,532.00. Paul Hettich, aye; Susan Moore, aye; Chris Riter, aye; Ann Kakacek, aye; and Thomas Hausman, aye.

Susan Moore moved and Ann Kakacek seconded the motion to resume to agenda item VI. Notices and Communications. All voted aye. Marc Rogers left the meeting at 8:05pm.

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

#### **A. Thank you from Council of Catholic Women**

Thomas Hausman read a thank you card from the Council of Catholic Women thanking Jennifer Drinka and Amy Blue for speaking at their

meeting.

#### **B. Thank you from Donald FencI**

Thomas Hausman read a thank you card, and staff gift card donations, from Donald and Steve FencI for the Library's continual helpfulness.

#### **C. Thank you from Friends Volunteers**

Thomas Hausman read several thank you letters from Friends volunteers for the Volunteer Appreciation gift sent on behalf of the Board and staff during Volunteer Appreciation Week.

Thomas Hausman read a letter from Antioch Rotary Club Treasurer donating a check for \$1000.00 to the Library for the purchase of materials that support literacy. Jennifer Drinka will be sending a thank you card.

*The meeting suspended for a five-minute break.*

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

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

Jennifer reported the Library is feeling like normal again. Door counts are up, circulation is up and website hits are up. Jennifer reminded the Board the Library will be closed for spring In-Service, Friday, April 29. Tom Hausman and Jennifer will be speaking prior to the start of the presentations. Amy Blue arranged a presentation for staff on homeless and de-escalation training. Stress management will be another focus of the In-Service. Jennifer Drinka told the Board she would be on vacation May 3 – 12. Amy Blue will be filling in in her absence. Jennifer and Amy will be making a presentation at the Chamber on May 18. Jennifer gave kudos to everyone for working very hard with the building project. Jennifer said the Library would be purchasing AV equipment out of the Per Capita fund since the expense of new equipment came in over budget for the renovation project. Jennifer offered the Board a brick of the 'old' building as a souvenir. Paul Hettich said he would like to see the Library work closer with Parks & Rec, as we do with the Chamber.

## **B. Personnel Changes**

**There were no personnel changes.**

## **VIII. Public Comment**

### **A. Board Corner**

- i. Ann Kakacek- *Ann mentioned the people who are working outside on the building project said they were happy with Library staff and working here.***
- ii. Becky Masik- *Absent***
- iii. Chris Riter- *No comments.***
- iv. Courtney Kotloski- *Absent***
- v. Paul Hettich- *Paul said he would call Marilyn Cotteleer, with the Friends, about storing some of the Friends' items at the VFW during construction.***
- vi. Susan Moore- *No Comments.***

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

**No citizens**

### **C. Staff Comments**

**Both Jennifer Drinka and Kathy Deaner extended a thank you to Paul Hettich for providing a POW flag to the Library for the flagpole. Paul said the VFW would be happy to continue to maintain the flag.**

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

**Amy Blue stated the Friends are still working on clearing out their room and they would be having a bag sale Mother's Day weekend. The Friends may also be purchasing a coffee machine for a public coffee area in the Library.**

## **IX. Unfinished Business**

**A – F. This was moved to the beginning of the meeting.**

## **G. Personnel Committee Report and Salary/Benefits Proposal**

**The Personnel Committee met last week. Jennifer Drinka reported health insurance went up 4.5% from last year. Jennifer said “*Serving Our Public 4.0: Standards for Illinois Public Libraries*” states salaries alone typically account for up to 60% of the total budget. Jennifer proposes APLD’s income to be 56.1% on salaries. Cost of living increase is 5.9% for 2022. Jennifer clarified her wage recommendations are not merit based but in line with pay grade scale.**

**Susan Moore read the recommended wage increases from Library Director Jennifer Drinka:**

- **Increase Pages’ wages by 8% to bring their minimum wage up from \$12.00 to \$13.00 per hour.**
- **Increase the pay of most other staff by 3%.**
- **Increase Head of Marketing salary by 10%, still less than other libraries.**
- **Increase Substitutes pay by 5% to bring up to pay grade minimum.**
- **Increase newer employee pay by 5.5% (includes Sara Pila, Krystal Loder and Sara Olsen) to bring up to pay grade minimum.**
- **Increase Circulation Assistant, Katie McNatt, wage by 8.25% to bring up to new pay grade minimum.**

**Susan Moore read the recommended staffing changes from Library Director Jennifer Drinka:**

- **The Workshop (makerspace) and Studio (media lab) will be overseen by the IT Department.**
- **Create new full-time Workshop Associate position in IT Department with unfilled 20-hour Adult Associate position plus 17.5 additional hours.**
- **Promote Brenda Martinez, Teen Assistant, to new Teen Associate position, and increase her hours from 24 to 28 per week.**
- **Add new Teen Assistant 20 hour per week position.**
- **In advance of opening renovated Library, fill current Page and Assistant vacancies in Circulation Department.**

**Susan Moore read other recommendations from Jennifer’s proposal:**

- **Staff who work under 20 hours per week currently received no benefits. Proposal to offer them three paid personal days per year.**

- **Proposal to change current EAP (Employee Assistance Program) from Curalink to Metropolitan Family Services, increase of \$20 per year.**

**Susan Moore moved and Paul Hettich seconded the motion to approve proposed salary and personnel recommendations. Susan Moore, aye; Chris Riter, aye; Ann Kakacek, aye; Paul Hettich, aye; and Thomas Hausman, aye.**

#### **H. Fundraising Committee**

**Jennifer Drinka reported the Committee is working on raising money for the garden walk project. There will be more to report next month when Courtney Kotloski and Becky Masik are in attendance.**

#### **X. New Business**

**A – E. This was moved to the beginning of the meeting.**

#### **F. Appoint Budget Committee & set meeting date**

**Susan Moore moved and Chris Riter seconded the motion to appoint a budget committee and to set a meeting date. Paul Hettich, aye; Susan Moore, aye; Chris Riter, aye; Ann Kakacek, aye and Thomas Hausman, aye. The committee will consist of Susan Moore, Chris Riter, Ann Kakacek and possibly Becky Masik. Ann Kakacek to Chair the Committee unless Treasurer, Becky Masik, is able to. The first meeting is scheduled for May 26 at 7pm.**

#### **G. PER 2: Attendance**

#### **H. PER 7: Outside Employment**

#### **I. PER 8: Reasonable Accommodations**

#### **J. PER 15: Medical Attention as Hours of Work**

#### **K. PER 27: Hiring of Relatives/Nepotism**

#### **L. PER 28: Reference and Background Checks**

#### **M. PER 38: Change of Name, Address, Marital or Family Status**

#### **N. PER 43: Access to Personnel Files**

**Susan Moore moved and Chris Riter seconded the motion to accept agenda items G – N all at once. Paul Hettich, aye; Susan Moore, aye; Chris Riter, aye; Ann Kakacek, aye; and Thomas Hausman, aye.**

**Susan Moore moved and Paul Hettich seconded the motion to adopt agenda items G – N.**

**G. PER 2: ATTENDANCE**

**I move to approve and adopt an Attendance Policy, which will supersede the Attendance Policy in the Employee Handbook, which was previously approved by this Board of Library Trustees.**

**H. PER 7: OUTSIDE EMPLOYMENT**

**I move to approve and adopt an Outside Employment Policy, which will supersede the Outside Employment Policy in the Employee Handbook, which was previously approved by this Board of Library Trustees.**

**I. PER 8: REASONABLE ACCOMMODATIONS**

**I move to approve and adopt a Reasonable Accommodations Policy, which will supersede the Reasonable Accommodations Policy in the Employee Handbook, which was previously approved by this Board of Library Trustees.**

**J. PER 15: MEDICAL ATTENTION AS HOURS OF WORK**

**I move to approve and adopt a Medical Attention as Hours of Work Policy, which will supersede the Medical Attention as Hours of Work Policy in the Policy Manual, which was previously approved by this Board of Library Trustees.**

**K. PER 27: HIRING OF RELATIVES/NEPOTISM**

**I move to approve and adopt a Hiring of Relatives/Nepotism Policy, which will supersede the Hiring of Relatives/Nepotism Policy in the Employee Handbook, which was previously approved by this Board of Library Trustees.**

**L. PER 28: REFERENCE AND BACKGROUND CHECKS**

**I move to approve and adopt a Reference and Background Checks Policy, which will supersede the Reference and Background Checks Policy in the Employee Handbook, which was previously approved by this Board of Library Trustees.**

**M. PER 38: CHANGE OF NAME, ADDRESS, MARITAL OR FAMILY STATUS**

**I move to approve and adopt a Change of Name, Address, Marital or Family Status Policy, which will supersede the Change of Name, Address, Marital or Family Status Policy in the Policy Manual, which was previously approved by this Board of Library Trustees.**

**N. PER 43: ACCESS TO PERSONNEL FILES**

**I move to approve and adopt an Access to Personnel Files Policy, which will supersede both the Access to Personnel Files Policy in the Employee Handbook and the Accessibility and Confidentiality of Personnel Records Policy in the Policy Manual, which were previously approved by this Board of Library Trustees.**

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

**XI. Closed Session if necessary**

**Closed session was not necessary.**

**XII. Adjournment**

**Susan Moore moved and Ann Kakacek seconded the motion to adjourn at 9:08p.m. All voted aye.**



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**Susan Moore, Secretary**