



**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, May 31, 2022 at 7:07 p.m. in the Phyllis Ann Kakacek Board Room at the Library.

Present:

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

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

Susan Moore moved and Chris Riter seconded a motion to approve the April 26, 2022 Minutes of the Antioch Public Library District Board of Trustees. Chris Riter, aye; Courtney Kotloski, aye; Susan Moore, aye; Ann Kakacek, aye; Paul Hettich, aye; Becky Masik, aye; and Thomas Hausman, aye.

Courtney Kotloski moved and Paul Hettich seconded a motion to approve the April 4, 2022 Fundraising Committee Meeting Minutes. Chris Riter, aye; Courtney Kotloski, aye; Susan Moore, aye; Ann Kakacek, aye; Paul Hettich, aye; Becky Masik, aye; and Thomas Hausman, aye.

Ann Kakacek moved and Chris Riter seconded a motion to approve the April 18, 2022 Personnel Committee Meeting Minutes. Becky Masik, aye; Paul Hettich, aye; Susan Moore, aye; Courtney Kotloski, aye; Chris Riter, aye; Ann Kakacek, aye; and Thomas Hausman, aye.

Susan Moore moved and Paul Hettich seconded a motion to approve the April 26, 2022 Renovation & Expansion Committee Meeting Minutes. Chris Riter, aye; Courtney Kotloski, aye; Ann Kakacek, aye; Susan Moore, aye; Paul

Hettich, aye; Becky Masik, aye; and Thomas Hausman, aye.

III. Approval of Bills and Payroll

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

IV. Treasurer's Report

Becky Masik reported the following bank account balances at close of business May 31, 2022: Operation \$567,341.81; Small Checkbook: \$850.33; Money Market: \$907,033.80; and CD: \$8,162.81.

Auditor said Becky needed to be bonded for \$4 million; insurance agent said bonded for \$1.5 Million; Lawyer said she needed to be bonded for \$7 million. Premium went up from \$1,800 to around \$7,000 due to this increase. Law says treasurer has to be bonded for half of the previous years' receipts. Bond will go down again, then, next year.

V. President's Comments

Tom said it looked like construction is going along well; he asked if the foundation forms were in. They are not quite done yet due to the rain. We are on track for the move and the demolition of the eastern part of the building will start immediately after. Tom asked how people would get in. Jennifer explained that they would be making a hole in the north wall in the children's department to serve as a temporary entrance.

Tom's granddaughter was in the school play of Willy Wonka.

VI. Notices and Communications

A. Ruby Hall Thank You for edible arrangement in thanks for her volunteer service.

B. Donald Fencil Letter and Donation of \$500. We will be putting a leaf on the tree in honor of his mother. There were two letters read from Donald Fencil; both had donations of \$500. Wishing us well on our renovation.

- C. Crystal Bowl Meditation Thank you for offering Crystal Bowl Meditation; really enjoyed it.
- D. Thank You to Krystal Loder from a patron who attends her craft program.
- E. Thank You to Jennifer Drinka from Ainsley Wonderling about Jennifer's presentation at the Antioch Chamber Luncheon.

VII. Library Director's Report

A. Overview of Reports

Jennifer Drinka reported the Library is going to have a corner at the Lakes Region Historical Society Schoolhouse Museum about the old library with Betty Lu Williams' old desk as well as other things.

This month was the highest number of visits to our website ever. Our foot traffic is down, but web traffic is up.

Jennifer presented to the Chamber on her journey to being our Library Director as requested by Barbara Porch.

We also had our Little Free Library dedication next to Casa Ruiz. It was the same day 100 years later where our library originally was. The beam signing took place that weekend. The beam will likely be installed below the teen area.

Free Comic Book Day was well-attended—160-ish people. Our numbers will rival pre-Covid next year. We had good attendance from the baseball families as well.

Preparing for Phase 1B—shifting of books, auctioning things off, packing things up. We have raised over \$10,000 with the auctions. Paula is doing most of the auction with help from Roy for moving.

Much of that will be spent this year.

Summer Reading program-Read Around—we are encouraging everyone to read around Antioch—because we are in our limited space.

Kathy Deaner & Becky Jacobson are working on a time capsule to be included in the building project. It will go into the concrete under the statue of the two children reading. We are taking suggestions as to what should be included. Space is limited so we are just asking for suggestions from staff and board and maybe very limited from the public.

We did get the *Live & Learn* Grant for \$92,000 to renovate the public bathrooms.

Jennifer has given many references lately, and of the three people she

gave references to all got the job. She thinks her next phase of library service might be in the larger profession as a whole to mentor future library leaders in addition to her directorship.

B. Personnel Changes

- i. Roy Olnhausen 5 year award**
- ii. William Jones 5 year award**
- iii. William Jones, Maintenance Custodian resignation**

VIII. Public Comment

A. Board Corner

Ann Kakacek: Nothing

Becky Masik: Nothing

Chris Riter: On June 18 from 1-3 Juneteenth Celebration at Bridgepoint Terrace (near BrainStorm in Lindenhurst), performances by Mosaic Players, local businesses, etc.

Courtney Kotloski: the Township has taken over the Senior Services for Antioch; the Senior Center will reopen on June 7 after a renovation. The Senior Center is still run and managed by the Village, but now the Township is adding to their programs.

Paul Hettich: Nothing

Susan Moore: Township and Courtney are doing a good job with senior services.

B. Citizen's Comments

None present.

C. Staff Comments

Nothing

D. Friends Report

Friends will be meeting offsite at Lovin Oven. Book Shop is closed now.

IX. Unfinished Business

A. Capital Improvement Project

i. Progress, Budget, Change Order, Alternates, Schedule & Upcoming Activities Discussion

Foundation walls are going up. Rebar is sticking up on the site. There is a temporary stairwell. They are a little behind, but we still are on time as far as major activities. Steel should be installed within the next week or so. Building will be “coming out of the ground” by the next board meeting. Biggest project is the move, which will start Monday. RFID gate order has been placed to be installed in Phase 2. Book Lockers will be installed in February. Tom asked how we are keeping the community informed: Becky has been doing announcements on social media, updating the website, TV screens; newsletter has a two page spread about the project. In the next phase, there will be a viewing window to see the site. Chris asked if we should have a more active social media presence to advertise the progress being made. Sara will be working on a series to show the progress. There was some discussion about how frequently public updates should be made. Becky Jacobson expressed her challenges with updating when progress is made but being judicious about what is shared with the public.

We are still on budget and have not touched the contingencies. \$1.7M has been spent; about \$8M has been committed. No change to the overall budget.

Change Order status. There are net change order status of \$5,000; we are adding \$7,500 for water stops to keep water out. Potential change orders coming up about \$4,000. \$125,000 for bathroom renovation but \$92,000 is coming from the grant. That will probably not be a change order, but rather a separate contract with the state. This will probably be approved at the next Board meeting. We are talking about adding some shades and some piping isolation valves that are needed. These will be

add change orders. These will amount to about \$15,000 but they are in process.

Alternates: \$86,000 will be separated into rough in work and finishing of the garden walk and the fundraising committee will raise money for the finishing. The windows are still undecided.

Schedule: Still on track; we want to finish Phase 1 in Q4 in 2022; Phase 2 early Q1. Final in March 2023.

Upcoming activities: Library closed June 6-June 17. The rooftop units are going to be late so we might need to close at another time for their installation. We will be without air conditioning for 3 days while they are installed. We will need to be empty for a half day while they swing the crane. We may need to close if the weather is hot while the air conditioning is off. This might be decided the day of. We do not know exactly when they are being installed because their delivery is delayed. We want to make sure they are installed soon so we know the controls work. We cannot know those controls work until the unit is actually installed.

Board site visits. The demolition of the current building will start the week of June 20. There will be more to see once the demolition starts. Marc advises against coming the 20-23 due to the dust. We will send out potential time slots for Board members to come. We will shoot for after June 23 so it is better with the demo.

Board newsletter letters: Tom would like the winter newsletter's *Board Letter* to cover each members' impression of the building project so it will be a group effort, not individual Board members.

- ii. **Henry Brothers Pay Application #3-Approval to issue payment for Henry Brothers Application #3 in the amount of \$144,690.92.**
- iii. **Interior Investments BP#1-Approval to issue payment for Interior Investments Pay App 1 in the amount of \$54,097.67. Wire transfer.**
- iv. **Interior Investment BP#2-Approval to issue payment for Interior Investments Pay App 1 in the amount of \$178,185.13. Wire transfer.**
- v. **Interior Investments #177518 Deposit-Approval to issue payment for Interior Investments #177518 Deposit in the amount of \$15,200.00. Wire transfer.**

- vi. **Interior Investments #177519 Deposit Approval to issue payment for Interior Investments #177519 Deposit in the amount of \$7,300.00. Wire Transfer.**

Becky moved that we approve action items ii-vi. Paul seconded. Aye: Chris Riter, Courtney Kotloski, Susan Moore, Ann Kakacek, Paul Hettich, Becky Masik Tom Hausman.

X. New Business

A. Termination of Transworld Systems, Inc. Services

Becky Masik moved and Paul Hettich seconded the motion that the Library District terminate the contract with and direct the staff to stop using the services of Transworld Systems Inc. for the collection of unpaid fines, effective immediately. We have not had to turn over an account in 6 months and we are at the end of the contract so we would have to pay \$3,500 to renew that. We think we might lose some money but not much. Chris Riter aye, Courtney Kotloski aye, Susan Moore aye, Ann Kakacek aye, Paul Hettich aye, Becky Masik aye and Tom Hausman aye.

B. Transfer Funds from General Fund to IMRF Fund \$9,500.00

Ann Kakacek moved and Susan Moore seconded the motion to transfer funds from General Fund to IMRF Fund \$9,500.00.

Our IMRF balance has historically been low, so we are trying to put extra money in it each year to build up that balance. Budget committee has approved this. Becky Masik aye, Paul Hettich aye, Ann Kakacek aye, Susan Moore aye, Courtney Kotloski aye, Chris Riter aye and Tom Hausman aye.

C. 2022-2023 Tentative Budget and Appropriation

Chris Riter moved to pass the 2022-2023 budget & appropriation, Ann Kakacek seconded.

Ann gave a recap of the budget committee meeting. Everyone agreed that the budget made sense and should be approved. She opened for questions to those who were not there.

Chris Riter aye, Courtney Kotloski aye, Susan Moore aye, Ann Kakacek aye, Paul Hettich aye, Becky Masik aye, and Tom Hausman aye.

D. Ordinance 22-1, Non-Resident Fee

By law we have to determine what the fee would be for someone who lived in our area is unserved by a library. The amount is based on what a household in Antioch pays on their tax bill. In order to determine this, we have to determine our population and number of people in a household. The 2020 census says we now serve 25,668 people, which is down slightly from the previous census. The number living in a household has also gone down. Our non-resident fee is now \$314. Ann Kakacek moved to approve Ordinance 22-1, Non-Resident fee of \$314, Paul Hettich seconded.

Chris Riter aye, Courtney Kotloski aye, Susan Moore aye, Ann Kakacek aye, Paul Hettich aye, Becky Masik aye and Tom Hausman aye.

E. Ordinance 22-2. Meeting Dates

Chris Riter moved to approve Ordinance 22-2, Meeting Dates, and Paul Hettich seconded. No discussion.

Becky Masik aye, Paul Hettich aye, Ann Kakacek aye, Susan Moore aye, Courtney Kotloski aye, Chris Riter aye, and Tom Hausman aye.

F. PMPER22 Personal Leave

The personnel committee approved 3 personal days per year for non-IMRF employees who currently don't get paid leave. This will go into effect July 1. Becky Masik moved to approve PMPER 22 effect July 1, 2022. Paul Hettich seconded. Chris Riter aye, Courtney Kotloski aye, Susan Moore aye, Ann Kakacek aye, Paul Hettich aye, Becky Masik aye, and Tom Hausman aye.

XI. Closed Session if necessary

Closed session was not necessary.

XII. Adjournment

Susan Moore moved and Paul Hettich seconded the motion to adjourn at 8:39p.m. All voted aye.



Susan Moore, Secretary