



**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, June 28, 2022 at 7:18 p.m. in the Schroeder Room at the Library.

Present:

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

Thomas Hausman suspended the meeting to move to agenda item VII.B. Personnel Changes i – Jaimie North (5-year award).

Thomas Hausman on behalf of the Board of Trustees thanked Jaimie North for her five years of service at the Library and presented her with a certificate of appreciation and a check for \$50. Tom mentioned he had known Jaimie's grandfather from years ago. Sam Langford and Jaimie left the meeting at 7:35pm.

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

Courtney Kotloski moved and Ann Kakacek seconded a motion to approve the May 31, 2022 Minutes of the Antioch Public Library District Board of Trustees. Becky Masik, aye; Susan Moore, aye; Ann Kakacek, aye; Chris Riter, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

Susan Moore moved and Chris Riter seconded a motion to approve the May 2, 2022 Fundraising Committee Meeting Minutes. Courtney Kotloski, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman, aye.

Ann Kakacek moved and Susan Moore seconded a motion to approve the May 26, 2022 Budget Committee Meeting Minutes. Becky Masik, aye; Susan Moore, aye; Ann Kakacek, aye; Courtney Kotloski, aye; Chris Riter, aye; and Thomas Hausman, aye.

III. Approval of Bills and Payroll

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

IV. Treasurer's Report

Becky Masik reported the following bank account balances at close of business June 28, 2022: Operation \$401,920.81; Small Checkbook: \$850.33; Money Market: \$1,587,419.28; and CD: \$8,164.89.

V. President's Comments

Tom Hausman stated he is having health issues with his eyes and his doctor does not want him driving. Board Trustees Courtney Kotloski and Chris Riter both offered to drive Tom to and from the Board meetings. Tom is happy all of the committee meetings and building project is going well.

VI. Notices and Communications

There were no 'Notices and Communications'.

VII. Library Director's Report

A. Overview of Reports

Jennifer Drinka reported the Library's door count is up 15% from the same time as last year and computer usage is up 12%. We have been having problems with the HVAC system because of the building project. Jennifer said she is happy with the move so far and we are currently in Phase 1B. Staff will be doing ALICE refresher training in the next few weeks and we have a Community Picnic event planned on July 9 at the

band shell. The Library will once again be presented at the Fourth of July parade. Becky Jacobson invited Board members and their families to participate. Everyone in the parade should wear red, white and blue attire and meet at the high school at 9:45am. Becky will forward additional information to everyone's email. Jennifer commented the 'little library' has been busy. A lot of new signage has gone up and computer labs have changed. Patron comments have been good. Henry Brothers helped set up the new entrance with steps and hand rails.

B. Personnel Changes

- i. Jaimie North 5 year award was presented at the beginning of the meeting.

- ii. Dog's Ear Staff E-Newsletter

Tom Hausman encouraged the Board members to look through the staff newsletter assembled by Technical Services.

VIII. Public Comment

A. Board Corner

Ann Kakacek: Nothing

Becky Masik: Becky said she is hearing people talking about book clubs and asked if the Library has any. Amy Blue responded we have four clubs, two virtual and two in person. The in person ones meet at Lovin Oven. Information is on our website.

Chris Riter: Nothing

Courtney Kotloski: Courtney mentioned the seniors are interested in computer literacy. Jennifer Drinka and Amy Blue said we used to have onsite programs pre-Covid. Amy and Courtney will work together on current programs for the seniors.

Paul Hettich: Absent

Susan Moore: Nothing

B. Citizen's Comments

Speaking as a citizen, Jennifer Drinka said she went to the Senior Center's re-opening and thought it was awesome. Board Trustee, Courtney Kotloski does the communications for the Senior Center. Also speaking as a citizen, Chris Riter went to a Juneteenth celebration in Lindenhurst and mentioned Jennifer Drinka, her husband and Susan Moore attended. He thanked them for representing the Library. Tom asked if the Senior Center still has movies. Courtney said yes.

C. Staff Comments

Becky Jacobson mentioned to Courtney patrons/seniors could use tablets and we help them with those as well. Courtney would like to put something together for the seniors. Jennifer suggested to Courtney and Tom Hausman utilizing the Illinois Center for Talking Books. The Talking Book and Braille Service (TBBS) provides audio and braille library service via mail or digital download to any Illinois resident who is unable to read standard print material due to a permanent or temporary visual or physical disability. Kathy Deaner commented Tom Hausman after last month's Board meeting came back to the Library and personally presented the Maintenance staff, Roy Olnhausen and Bill Jones, with their five-year service awards. She commented how touching his speech was to them. Jennifer Drinka concurred Bill Jones told her how touched Tom's speech was to him.

D. Friends Report

Friends are meeting offsite at Lovin Oven.

IX. Unfinished Business

A. Capital Improvement Project

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

Marc Rogers reported foundation walls have been poured and interior demo on Phase 1B has started. Phase 1B move is complete and the new temporary entrance is in place. The rooftop installation has been pushed back until sometime after the holiday. The overall project date has not changed. The Library will need a three-day closure once the rooftop units arrive. We should have a weeks' notice. Phase 1B wall framing and rough in will begin in June and carry on thru July. Steel installation will progress through mid-July. Marc invited the Board to come and view the progress. The design documentation and contractor procurement will proceed for the Live and Learn Grant, with the acceptance of Studio GC and CCS proposals. The project continues to track within budget at \$9,613,578. Marc referred the Board to his report in their Board packet regarding change orders. Change order #5 (door hardware changes, steel detailing changes, interior changes, additional electrical devices, story time shade, and waterstop details) is recommended by Studio GC and CCS. Change order # 6 (added hot water isolation valves and shut-offs) is not needed but is good to have. Change order #7 (West Side Garden Walk in Rough-in) is recommended.

ii. Change Order Approval – Approval of Change Orders #5, #6, and #7 to Henry Brothers in the total sum of \$69,413.95.

Susan Moore moved and Ann Kakacek seconded the motion to approve change orders #5, #6, and #7 to Henry Brothers in the total sum of \$69,413.95. Becky Masik asked if it was cheaper to do #6 now. Marc responded yes. Courtney Kotloski, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman, aye.

- iii. **Henry Brothers Pay Application #4-Approval to issue payment for Henry Brothers Payment Application #4 in the amount of \$284,843.02.**

Becky Masik moved and Chris Riter seconded a motion to approve to issue payment for Henry Brothers Payment Application #4 in the amount of \$284,843.02. Becky Masik, aye; Susan Moore, aye; Ann Kakacek, aye; Chris Riter, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

- iv. **Library Closure and Staff Plans – Approval to close the Library for the rooftop unit installation for three days upon arrival at the Library Director’s discretion.**

Susan Moore moved and Chris Riter seconded a motion to approve to close the Library for the rooftop unit installation for three days upon arrival at the Library Director’s discretion. Becky Masik stated this was discussed at their committee meeting and the Library will let patrons know in advance. Courtney Kotloski, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman, aye.

- B. **Live and Learn Grant – Restroom Renovation**
 - i. **Grant Agreement – Ratification of the Live and Learn Grant Project Agreement between the Antioch Public Library District and the Office of the Secretary of State**

Jennifer explained the grant from the State of Illinois is not part of the building project. The Library needs to publically bid the project, which will be a part of Phase 2. Courtney Kotloski moved and Ann Kakacek seconded a motion to ratify the Live and Learn Grant Project Agreement between the Antioch Public Library District and the Office of the Secretary of State. Becky Masik, aye; Susan Moore, aye; Ann Kakacek, aye; Chris Riter, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

ii. Studio GC Proposal – Approval of Studio GC’s architectural services proposal dated 6/22/22 in the sum of \$10,067.00

Susan Moore moved and Chris Riter seconded a motion to approve Studio GC’s architectural services proposal dated 6/22/22 in the sum of \$10,067.00. Chris Riter asked if we are still under budget. Marc responded yes. Courtney Kotloski, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman, aye.

iii. CCS Proposal – Approval of CCS International’s owner representation proposal dated 6/22/22 in the monthly sum of \$1,906.00.

Chris Riter moved and Susan Moore seconded a motion to approve CCS International’s owner representation proposal dated 6/22/22 in the monthly sum of \$1,906.00. Becky Masik asked if this was an anticipated five or four-month project. Marc responded four. Courtney Kotloski, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman, aye.

Marc Rogers left the meeting at 8:21pm.

X. New Business

A. Illinois Libraries Present Intergovernmental Agreement

Susan Moore moved and Ann Kakacek seconded a motion to approve Illinois Libraries Present Intergovernmental Agreement. Amy Blue explained the program/agreement as an Illinois Joint Library Programming Group providing high-quality online events at equitable prices for participating member libraries of all sizes and budgets. Their goal is:

- To provide high-quality, high-profile events that highlight national names and social justice/DEI issues, that would otherwise be cost-prohibitive for single libraries to hold on their own.**

- To reduce costs and maximize reach by taking advantage of both virtual event platforms and the collective buying power of RAILS members.
- To allow access to all libraries as equitably as possible, by aligning each library's cost to participate with the size of their operating budget.
- To define clear and distinct roles among the Joint Programming Group and the participating libraries, including patron contact points, marketing, invoicing, etc.

APLD's cost would be around \$1,500 a season for 10 months/12 programs. Becky Masik, aye; Susan Moore, aye; Ann Kakacek, aye; Chris Riter, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

B. Library Director's Employment Contract (up for renewal 10-23-2022)

Chris Riter moved and Becky Masik seconded a motion to renew the Library Director's Employment Contract. The current contract is in the Board packet for review. There was open discussion. Becky Masik asked Jennifer if she prefers a three-year contract. Jennifer responded yes. Courtney Kotloski, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman, aye.

C. Ordinance for Building Fund 22-3

Susan Moore moved and Ann Kakacek seconded a motion to approve Ordinance 22-3 for Building Fund. Jennifer explained this needs to be approved every year. Becky Masik, aye; Susan Moore, aye; Ann Kakacek, aye; Chris Riter, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

D. Set Date of Budget and Appropriation Hearing: 8/30/22, 7pm

Chris Riter moved and Courtney Kotloski seconded a motion to set the date of the Budget and Appropriation Hearing to 8/30/22, 7pm. Becky Masik, aye; Susan Moore, aye; Ann Kakacek, aye; Chris Riter, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

E. Appoint Secretary's Audit Committee

Ann Kakacek and Becky Masik volunteered to be this year's Secretary's Audit Committee.

F. PMPER29: Whistleblower Compliance

Becky Masik moved to approve and adopt a Whistleblower Compliance Policy, which will supersede the Whistleblower Compliance Policy in the Employee Handbook, which was previously approved by this Board of Library Trustees. Susan Moore seconded. Courtney Kotloski, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman aye.

G. PMPER30: Disciplinary Steps

Becky Masik moved to approve and adopt a Disciplinary Steps Policy, which will supersede the Disciplinary Steps Policy in the Employee Handbook, which was previously approved by this Board of Library Trustees. Ann Kakacek seconded. Courtney Kotloski, aye; Chris Riter, aye; Ann Kakacek, aye; Susan Moore, aye; Becky Masik, aye; and Thomas Hausman aye.

H. Teen Services Associate job description

Courtney Kotloski moved and Chris Riter seconded a motion to approve job description for Teen Services Associate. Becky Masik, aye; Susan Moore, aye; Ann Kakacek, aye; Chris Riter, aye; Courtney Kotloski, aye; and Thomas Hausman, aye.

XI. Closed Session if necessary

Closed session was not necessary.

XII. Adjournment

Courtney Kotloski moved and Susan Moore seconded the motion to adjourn at 8:57p.m. All voted aye.

Susan Moore

Susan Moore, Secretary