



**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, July 26, 2022 at 7:05 p.m. in the Schroeder Room at the Library.

Present:

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

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

Chris Riter moved and Paul Hettich seconded a motion to approve the June 28, 2022 Minutes of the Antioch Public Library District Board of Trustees. Susan Moore, aye; Ann Kakacek, aye; Paul Hettich, aye; Chris Riter, aye; and Thomas Hausman, aye.

Susan Moore moved and Ann Kakacek seconded a motion to approve the June 6, 2022 Fundraising Committee Meeting Minutes. Chris Riter, aye; Paul Hettich, aye; Ann Kakacek, aye; Susan Moore, aye; and Thomas Hausman, aye.

Susan Moore moved and Paul Hettich seconded a motion to approve the June 28, 2022 Renovation & Expansion Committee Meeting Minutes. Paul Hettich, aye; Chris Riter, aye; Susan Moore, aye; Ann Kakacek, aye; and Thomas Hausman, aye.

III. Approval of Bills and Payroll

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

IV. Treasurer's Report

In lieu of Becky Masik's absence, she forwarded the following bank account balances at close of business July 26, 2022 prior to tonight's meeting: Operation \$503,834.49; Small Checkbook: \$850.33; Money Market: \$2,135,278.81; and CD: \$8,166.90.

V. President's Comments

Tom Hausman stated his health issues with his eyes should get better in 6 – 9 months. Tom inquired as to where the old 'Phyllis Ann Kakacek Board Room' was going to be after the renovation and said he was troubled last month when the old signage from the Board Room was given back to Ann unceremoniously. Jennifer Drinka reminded Tom it was discussed that there will be a new room dedicated to Ann. Tom expressed his desire to have rooms named by merit versus strictly by funds. Jennifer Drinka said the fundraising committee are working on various approaches for room names. The Board then discussed how to reach out to previous donors for new donations.

VI. Notices and Communications

A. Thank You from Ann Kakacek

Jennifer Drinka read a thank you card previously sent by Ann Kakacek after the Library's groundbreaking ceremony to the entire staff.

B. Thank You from Jim Guzzaldo & Family

Jennifer Drinka read a thank you card from Jim Guzzaldo & family to Robin Barlow and the Interlibrary Loan department for finding 'difficult to find' books.

VII. Library Director's Report

A. Overview of Reports

Jennifer Drinka reported her and Kathy Deaner, Business Manager, met with the Library's new insurance agent. The police were called for a patron who was offensive to staff and drinking alcohol in the Library. Patrons seem to be happy with the temporary new Library setup. The Library is chilly due to the fact the rooftop units are not in yet. Jennifer met with a couple of students interested in how to become a Library Director. Jennifer was selected to attend Library Director's University 2.0 in Springfield next month. Chris Riter asked how staff morale is. Jennifer replied that morale seems to be high in spite of working through the building project. Kathy Deaner conducts staff activities and is currently working on one for the summer months of July and August.

B. Personnel Changes

i. James Huber, Maintenance Custodian hiring

Chris Riter moved and Paul Hettich seconded the motion to approve the hiring of James Huber beginning August 8, 2022. Ann Kakacek, aye; Paul Hettich, aye; Chris Riter, aye; Susan Moore, aye; and Thomas Hausman, aye.

ii. Sarah Dabrowski, Children's Associate resignation

Jennifer announced the resignation of Sarah Dabrowski effective August 12, 2022.

iii. Dolores (Dee) Drew, Page resignation

Jennifer announced the resignation of Dee Drew effective August 5, 2022.

iv. Margaret (Keel) Vetere. Substitute resignation

Jennifer announced the resignation of Keel Vetere effective July 22, 2022.

VIII. Public Comment

A. Board Corner

Ann Kakacek: Nothing
Becky Masik: Absent
Chris Riter: Nothing
Courtney Kotloski: Absent
Paul Hettich: Nothing
Susan Moore: Nothing

B. Citizen's Comments

No comments.

C. Staff Comments

No comments.

D. Friends Report

Friends are meeting offsite at Lovin Oven.

IX. Unfinished Business

A. Capital Improvement Project

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

Marc Rogers reported the addition structure is progressing with steel and decking installed. Phase 1B demo has been substantially completed. Backfilling the excavation has begun. Humidity in the

Library spiked and some damage has been observed to paper materials. Dehumidifiers are currently in place and the air conditioning is running 24/7 to keep humidity levels down. Draft bid drawings reviewed for the Live and Learn Grant project with bids due 8/9/22. No update to the master project schedule. Rooftop units installation planned for next week with the Library closed August 3, 4, and 5. The project continues to track within budget. No new change orders. Marc asked the Board for an open discussion on pending alternate #8, requested windows in exterior wall. Jennifer Drinka stated she was not comfortable approving windows now in case they want additional furniture later and suggested the Board to wait. Discussion of the dedication plaque was put on hold until next month when Becky Masik is present.

- ii. **Henry Brothers Pay Application #5-Approval to issue payment for Henry Brothers Payment Application #5 in the amount of \$431,918.69.**

Ann Kakacek moved and Paul Hettich seconded a motion to approve to issue payment for Henry Brothers Payment Application #5 in the amount of \$431,918.69. Paul Hettich, aye; Chris Riter, aye; Susan Moore, aye; Ann Kakacek, aye; and Thomas Hausman, aye.

Marc Rogers left the meeting.

X. New Business

A. Ordinance 22-4; An Ordinance Regarding the Transfer of Funds Between Line Items in the Building Fund and the Tort Immunity Fund

Susan Moore moved and Ann Kakacek seconded a motion to adopt Ordinance 22-4; an Ordinance Regarding the Transfer of Funds Between Line Items in the Building Fund and the Tort Immunity Fund. Paul Hettich, aye; Chris Riter, aye; Susan Moore, aye; Ann Kakacek, aye; and Thomas Hausman, aye.

B. Resolution 22-4 to Make Certain Closed Session Meeting Minutes Available for Public Inspection

Chris Riter moved and Paul Hettich seconded a motion to approve Resolution 22-4 to Make Certain Closed Session Meeting Minutes Available for Public Inspection. Susan Moore, aye; Ann Kakacek, aye; Paul Hettich, aye; Chris Riter, aye; and Thomas Hausman, aye.

C. Resolution 22-5 to destroy old closed session audio recordings

Chris Riter moved and Susan Moore seconded a motion to approve Resolution 22-5 to destroy old closed session audio recordings. Ann Kakacek, aye; Paul Hettich, aye; Chris Riter, aye; Susan Moore, aye; and Thomas Hausman, aye.

D. Delete PER48: Policy on Copyright Ownership

Jennifer Drinka explained the old policy and HR Source recommends we delete this policy. Susan Moore moved and Paul Hettich seconded a motion to delete PER48: Policy on Copyright Ownership. Ann Kakacek, aye; Paul Hettich, aye; Chris Riter, aye; Susan Moore, aye; and Thomas Hausman, aye.

E. Personal Appearance Guidelines

Jennifer Drinka explained she spoke with Tom Hausman and our lawyer regarding the Library's personal appearance policy/guidelines. The Board discussed at length the Library needs to have neutral policy regarding personal appearance. Ann Kakacek moved and Paul Hettich seconded a motion to approve the Library's Personal Appearance Guidelines. Susan Moore, aye; Ann Kakacek, aye; Paul Hettich, aye; Chris Riter, 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 8:48p.m. All voted aye.



Susan Moore, Secretary