



## **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, November 29, 2022 at 7:00 p.m. in the Workshop at the Library.**

**Present:**

- **Library Board Members: Paul Hettich, Helen Harold, Ann Kakacek, Susan Moore, Thomas Hausman and Chris Riter via Zoom**
- **Absent Board Members: Becky Masik**
- **Library Staff Members: Jennifer Drinka, Amy Blue, Becky Jacobson and Sam Langford**
- **Citizens: Graham Harwood and Cristina Bomben Allegrini**

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

- A. October 25, 2022 Board Meeting- Ann Kakacek moved to accept, Paul Hettich seconded. No Discussion. Roll Call vote: Helen Harold, aye; Ann Kakacek, aye; Paul Hettich, aye; Susan Moore, aye; Chris Riter, aye and Tom Hausman, aye.**
- B. October 25, 2022 Levy Hearing- Susan Moore moved to accept, Paul Hettich seconded. No Discussion. Susan Moore, aye; Paul Hettich, aye; Ann Kakacek, aye; Helen Harold, aye; Chris Riter, aye and Tom Hausman, aye.**
- C. October 25, 2022 Executive Session-Susan Moore moved to accept, Paul Hettich seconded. No Discussion. Helen Harold, aye; Ann Kakacek, aye; Paul Hettich, aye; Susan Moore, aye; Chris Riter, aye and Tom Hausman, aye.**
- D. September 12, 2022 Fundraising Committee- Susan Moore moved to accept, Paul Hettich seconded. No Discussion. Helen Harold, aye; Ann Kakacek, aye; Paul Hettich, aye; Susan Moore, aye; Chris Riter, aye and Tom Hausman, aye.**

**E. October 10, 2022 Renovation & Expansion Committee- Helen Harold moved to accept, Paul Hettich seconded. No Discussion. Susan Moore, aye; Paul Hettich, aye; Ann Kakacek, aye; Helen Harold, aye; Chris Riter, aye and Tom Hausman, aye.**

### **III. Approval of Bills and Payroll**

**Ann Kakacek moved to accept bills & payroll, Paul Hettich-seconded. No discussion. Helen Harold-aye, Ann Kakacek-aye, Paul Hettich-aye, Chris Riter-aye, Susan Moore-aye and Tom Hausman-aye.**

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

**Treasurer was absent. Jennifer let us know that we are making a payment on the bonds. We are doing it with a check, not wire transfer. There is a check for \$400,000+ in the bills this month. We will send it certified mail for now; Jennifer would like it to be a wire transfer sometime.**

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

**Tom wished all a good Thanksgiving with Friends and Family. He got to see new family he has not seen before; ages 6 months, 2 years and 4 years. Tom asked what happened to Marc—Graham emphasized that Marc has not left the company. A project manager who had been managing a project in Woodridge retired suddenly. They could not find a new hire to replace that person, so they pulled Marc for that project. Marc had been reluctant to leave this project, but they needed someone to do the Woodridge project and he could not do both. The knowledge is still there, because Marc is still available for comment and gets all the communications. Graham and Cristina will head up the project from here on out.**

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

#### **A. Oakridge Tax Exemption**

**We engaged the lawyer that represented all the taxing bodies that affect Oakridge Apartments. The lawyer represented us to the County; however, the County granted the request. We are appealing to the Department of Revenue, but that is expected to fail so they will be granted the tax exemption. This affects all the**



**taxing bodies in the Village—schools, fire department, etc. We will have some impact, but it should not affect our operations. It will affect the schools more.**

**Thank you from Jan Johnson for the flowers and card upon the passing of her Father. (This was not on the agenda.)**

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

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

**We had our move and reopening. Foot traffic is up and people seem happy to be here. The Library looks great. RFID gates and vending machines have been installed. Jennifer pointed out the staff areas in the (future) meeting room. We are all in close quarters. Jennifer just moved to the old Board Room to be able to have confidential conversations.**

**On the last day of the move, there was a crew of five; of those, two passed away that weekend. Jennifer went to the wake of one of the workers and the Library sent flowers.**

**Our In-Service day was November 4. In the morning, we were at the Lake Villa Library and in the afternoon, we were at Susanna Farms. Tom gave a beautiful speech, as well.**

**Jennifer met last week with the new Superintendent of District 34. He was impressed with our Library and community. Tom said he met him at Rotary as well.**

**Jennifer brought up an issue that has come up since the agenda was released. She would like to update our Personal Appearance Guidelines. We are having an issue with staff wearing too short skirts and accessories that interfere with their work, which we feel are impeding the functioning of the Library. The Board cannot take action on it, because it was not on the agenda, but Jennifer wanted to get input. The main point is that we want to create a welcoming atmosphere here at the Library and that we need clothes that will create that atmosphere. We reserve the right to make decisions if a situation is not covered by the guidelines. Jennifer said we will not be measuring length of skirt, but we want it spelled out to fall back on. Therefore, the changes spell out that skirts should not be more than 2 inches above the knee; no costume wigs, hats, and hoods and clothing should allow bending and stooping. Paul said it was very well done and not ambiguous. Helen asked about**

whether these guidelines applied to both men and women. She thought the specifics kind of targeted women. She was concerned about low riding pants, for example. Jennifer said the new wording addresses clothing that is too tight or too loose, which applies to men and women. Jennifer ran it by a member of the Diversity Committee to see what she thought; she plans to bring it to the entire committee. Susan mentioned we could add the term Business Casual because she said “everyone knows what that is,” but Amy said not everyone necessarily knows what that is. Chris offered to look up a concise definition of business casual and see how it aligns with this. Jennifer will bring it to the Board again next month for formal approval; in the meantime, Jennifer is going to use it to talk to staff about some of these issues. Susan asked if we required the wearing of a nametag. Jennifer said yes and they have to use the provided lanyard. She wondered if we had considered an APLD polo. Maintenance staff do wear such a polo.

#### **B. Personnel Changes**

- i. Marie Fischer, Circulation Assistant resignation- Susan Moore moved to accept Marie Fischer’s resignation, Paul Hettich seconded. Helen Harold-aye, Ann Kakacek-aye, Paul Hettich-aye, Susan Moore-aye, Chris Riter-aye and Tom Hausman-aye.
- ii. Melanie McQueen hired as Circulation Assistant.
- iii. Krystal Loder transferred to IT Associate: Workshop.
- iv. Daron Sanders hired as Maintenance Custodian.

Susan Moore moved to approve the hiring of Melanie McQueen, Krystal Loder and Daron Sanders, Paul Hettich-seconded. Susan Moore-aye, Paul Hettich-aye, Ann Kakacek-aye, Helen Harold-aye, Chris Riter-aye and Tom Hausman-aye.

### **VIII. Public Comment**

#### **A. Board Corner**

Helen Harold-hoped everyone had a good Thanksgiving.



**Ann Kakacek**-was very impressed with the letter Jennifer sent to the parent who was concerned about lack of face-to-face contact in programs, and the organization of the Speakeasy was wonderful.

**Paul Hettich**-none.

**Susan Moore**-none.

**Chris Riter**-get your flu shot, this is a nasty one.

Tom brought up about Board absences. Tom said he thought that the policy was that if someone missed more than two in a row, the President would talk to that Board member. He said it is the third time in a row that Chris has missed a meeting. Amy pointed out that Chris is here at this meeting. Tom said Becky has missed two meetings in a row. Five packets have been picked up and there has been some other interest as well. Board members can attend remotely for specified reasons, including illness. Tom said this is important because the Board has not always been filled, but now that it is, all members should participate, which includes attending meetings. This is one of the biggest responsibilities of Board members. Tom said committee membership is also an important part of being a Board member.

#### **B. Citizen's Comments**

**None**

#### **C. Staff Comments**

**None**

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

The Friends raised about \$1900 in the Speakeasy. Almost all Friends members contributed in some way to that effort. Their holiday luncheon is this Thursday.

## **IX. Unfinished Business**

### **A. Capital Improvement Projects**

- i. Progress, Schedule, Upcoming Activities, Budget, Change Orders & Alternates Updates and Discussion Phase 1 is largely complete, staff have been moved, Phase 2 demo is underway; landscape is being roughed in. We are far enough into the project that fewer unseen complications are expected. Framing will continue on west side; electrical and plumbing will be roughed in. Installation of path on the west side will continue. Project is still within budget.**
- ii. Change Order Approval—Approval of Change Order #14 to Henry Brothers Henry Brothers in the total sum of \$62,481.54. This is for the dewatering on the foundation. Some change orders in the amount of \$12,000 under review for wall repairs and landscape removal. \$102,000 in change orders are potential. Roof replacement and transom support are among those. These are still being evaluated.**

**Amy asked when an issue like the transom support arises, when is the architect responsible for an issue that might have been foreseen. Graham explained that some issues in design are expected, and change orders related to design should not exceed 2% of the project; this is an industry standard. In excess of that, they think about applying to the architects' errors and omissions insurance. This is not that case.**

**Ann Kakacek moved to approve change order #14 in the amount of \$62, 481.54, Paul Hettich seconded. Helen Harold-aye, Susan Moore-aye, Chris Riter-aye, Ann Kakacek-aye, Paul Hettich-aye and Tom Hausman-aye.**
- iii. Henry Brothers Pay Application #9- Approval to issue payment for Henry Brothers Payment Application #9 in the sum of \$787,999.97. Susan Moore moved to approve Pay Application #9 to issue payment to Henry Brothers in the sum of \$787, 999.97, Paul Hettich seconded. Chris Riter-**



aye, Susan Moore-aye, Paul Hettich-aye, Ann Kakacek-aye, Helen Harold-aye and Tom Hausman-aye.

- iv. **CCS Continuing Services Proposal Approval of CCS International's Owner Representation services proposal in the monthly sum of \$7,626.00.** CCS tried to price per month, rather than on a certain number of months of the project. This will be the amount during construction; the close out cost will be about half of that amount. Chris Riter moved to approve, Paul Hettich seconded. Helen Harold-aye, Ann Kakacek-aye, Paul Hettich-aye, Susan Moore-aye, Chris Riter-aye and Tom Hausman-aye.  
Jennifer said how glad she was to extend their contract and that she was for their services. She was dismayed that Marc had left the project but Graham and Cristina have been great and it is a good time for the switchover because we are entering the new phase.  
(We took a 10-minute break.)

## **X. New Business**

### **A. PM PER 47: Service Recognition**

We are continuing to update our policies so we extended our service recognition past 30 years, up to 50. Helen Harold-moved to accept the updates to Service Recognition, Paul Hettich-seconded. Helen Harold-aye, Ann Kakacek-aye, Paul Hettich-aye, Susan Moore-aye, Chris Riter-aye and Tom Hausman-aye.

### **B. Delete Suggestions policy from Employee Handbook**

We do not currently follow this policy; it says we reward suggestions, but we really do not. Instead, we are always open to suggestions so we thought we no longer needed this policy. Chris wanted to confirm that there was still an open communication platform between employees and management. We do have a grievance policy that addresses formal complaints by employees. Helen wondered if we should have a policy that addresses suggestions instead of deleting. Chris thought it might be good to have in print that we value the input of the staff and that all levels of staff can make those suggestions. Jennifer said that she can draft a statement that we value input from staff and that all levels of staff can have input on the operations of the Library. Jennifer

said we do not have a culture statement, but she would like us to at some point. She will draft something; Board members should please send Jennifer their thoughts. Susan Moore moved to delete the suggestions policy, Paul Hettich-seconded. Helen Harold-aye, Ann Kakacek-aye, Paul Hettich-aye, Susan Moore-aye, Chris Riter-nay and Tom Hausman-aye.

- C. Appendix K is the loan periods and service fees. We update it every year because there are changes frequently. We now no longer have the collection agency, so we took out the statement about that. Still no late fees, just fees if you damage something. Chris Riter-moved to adopt the changes to Appendix K, Paul Hettich-seconded. Susan Moore-aye, Paul Hettich-aye, Ann Kakacek-aye, Helen Harold-aye, Chris Riter-aye and Tom Hausman-aye.


#### **XI. Closed Session: Discussion of Performance of a particular individual**

Susan Moore moved that we go into closed session with the Library Director for the Library Director's Evaluation at 8:45pm, Paul Hettich-seconded. Helen Harold-aye, Ann Kakacek-aye, Paul Hettich-aye, Susan Moore-aye, Chris Riter-aye and Tom Hausman-aye.

Came out of closed session at 9:14pm.

#### **XII. Adjournment**

Ann Kakacek moved and Paul Hettich seconded the motion to adjourn at 9:15pm. All voted aye.



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Susan Moore, Secretary