



## **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, October 25, 2022 at 7:15 p.m. in the Schroeder Room at the Library.**

**Present:**

- **Library Board Members: Paul Hettich, Helen Harold, Ann Kakacek, Thomas Hausman and Susan Moore arrived at 7:43pm**
- **Absent Board Members: Chris Riter and Becky Masik**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, Becky Jacobson and Sam Langford**
- **Citizens: Marc Rogers and Cristina Bomben Allegrini**

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

**A. September 27, 2022 Board meeting Helen Harold moved, Paul Hettich seconded. Paul Hettich, aye; Helen Harold, aye; Ann Kakacek, aye; and Tom Hausman, aye.**

**B. September 12, 2022 Fundraising Committee Minutes still forthcoming.**

**C. September 26, 2022 Fundraising Committee Minutes Helen Harold moved, Paul Hettich seconded. Ann Kakacek, aye; Helen Harold, aye; Paul Hettich, aye; and Tom Hausman, aye.**

**III. Approval of Bills and Payroll**

**Helen Harold moved and Paul Hettich seconded a motion to approve the bills and payroll for the month of October. Paul Hettich, aye; Helen Harold, aye; Ann Kakacek, aye; and Tom Hausman, aye.**

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

**There was no Treasurer's report.**

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

**Tom got a new shot in his left eye. The doctor says there is significant improvement. His granddaughter's wedding went off without a hitch and the weather was beautiful.**

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

**There were no notices and communications.**

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

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

**Jennifer Drinka reported Oakridge Apartments requested to be tax exempt; however, the Library did not get any notice. The Village wants to fight the request. On November 2, there will be a hearing with the County. The School District's lawyer asked to speak for the Library as well. Our lawyer is fine with the request. Jennifer asked for the Board's okay. There was an unofficial yes consensus from the Board. It will be on next month's agenda for a formal vote.**

##### **B. Auditor & Accountant Changes and schedule Audit Report**

**Jennifer reported our auditor, Eder & Casella and our accountant; Michael Wall will be leaving us. This was their last audit with us. However, Eder & Casella said they could transition to being our accountant. We need to hire new auditors. The auditors will be attending either our January or February Board meeting to go over the audit with the Board.**

### **C. Personnel Changes**

#### **i. James Huber, Maintenance Custodian, Resignation**

**James Huber has resigned as Maintenance Custodian.**

**There was a Circulation and IT hire, to be approved at November meeting.**

## **VIII. Public Comment**

### **A. Board Corner**

**Helen Harold thanked Jennifer Drinka for her orientation. It was very interesting and the tour by Josh the site manager was marvelous.**

**Paul Hettich had a Veterans Day Ceremony poster from the VFW he asked if it could be displayed in the Library. Becky Jacobson responded the Library will be closed to patrons that week but she could post it for staff. His son, Joseph, had an interview with Linda Pederson for winning a writing contest sponsored by the Reserve Officers' Association.**

**Susan Moore arrived at 7:43pm. Susan said Chris Riter, Board Trustee, did an excellent job in the Mosaic Players play "Twilight: Los Angeles, 1992". The Speakeasy fundraiser was awesome.**

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

**None**

### **C. Staff Comments**

**Amy Blue said if you are up for election, the election packets are available. Two people have already picked up packets.**

### **D. Friends Report**

**Amy Blue said the Friends were at the Speakeasy and raised over \$1,000. She does not have a total yet from the raffle and baskets.**



## **IX. Unfinished Business**

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

#### **i. Progress, schedule, upcoming Activities, Budget, Change Orders & Discussion**

**Cristina Bomben Allegrini reported the lower level is 95% complete and furniture installation is ready within the next weeks. Upper level is 85% complete and ceiling is complete and ready for 10/31 move. Ballfield parking lot is ready for use. Live and Learn Grant Project is moving along. Lower Level restrooms will be only public restrooms for a while. Doors and hardware have longer lead times, expecting delivery in the new year Q1. The first quarterly report was issued to the State Library. An update to the master project schedule is pending completion of phase 1. Currently, phase 1 is trending to complete in November 2022 which is earlier than the master project schedule. Phase 2 move plan has been confirmed and finalized. The Library will be closed to the public for two weeks starting 10/31/2022 – 11/13/2022. Window glass is scheduled for delivery the 2<sup>nd</sup> week of November. Phase 2 demolition starting around 11/14. Canopy work is ongoing. The project continues to track within budget. No change orders. Completion anticipated for March.**

**ii. Henry Brothers Pay Application #8 – Approval to issue payment for Henry Brothers Payment Application #8 in the sum of \$857,109.94**

**Ann Kakacek moved to approve to issue payment for Henry Brothers Payment Application #8 in the sum of \$857,109.94. Paul Hettich seconded the motion. Susan Moore, aye; Ann Kakacek, aye; Helen Harold, aye; Paul Hettich, aye and Tom Hausman, aye. Marc Rogers and Cristina Bomben Allegrini left the meeting at 8:07pm.**

## **B. Library Director's Self-Evaluation**

Jennifer Drinka had emailed her self-evaluation to the Board earlier and also had hard copies to pass out at the meeting. Jennifer asked the Board to write up their evaluations of her and mail them to Tom Hausman by the next Board meeting. Helen Harold expressed she does not feel she has been on the Board long enough to write an evaluation. Ann Kakacek told her to write it from a patron perspective. Tom said it was up to her to write one or not.

## **C. Fundraising Committee & Room Naming Meeting 11-7-2022**

Three benches were sold and others are looking to purchase benches. We may come up with others for purchase. The Speakeasy was a success. The entire management team helped out with Becky Jacobson leading the effort. The Woman's Club and Friends also volunteered. Woman's Club and Friends will be dropping off the committee. Jennifer asked the Board on how they would like to proceed with the naming of rooms. Tom Hausman would like the options of merit and money/donations to be factors. Paul Hettich said to have the ability left open so that people can always donate. The Library is identifying spaces within the Library to name. Tom says to have staff make recommendations and bring back to the Board in December. The Fundraising Committee will end on 11-7-2022.

## **X. New Business**

### **A. Levy Ordinance 22-5**

Susan Moore moved and Paul Hettich seconded a motion to approve Levy Ordinance 22-5 in the amount of \$3,046,517.48.

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

### **B. Certification of Compliance with the Truth in Taxation Act**

Ann Kakacek moved and Paul Hettich seconded the motion to approve the Certification of Compliance with the Truth in Taxation Act. The Truth in Taxation law establishes procedures



taxing districts must follow in the adoption of their property tax levies. The Truth in Taxation law requires a taxing district to compare the amount of its proposed aggregate property tax levy, to the amount of taxes extended for the district in the prior year. The proposed aggregate tax levy should be no more than 4.99% greater than the previous year's tax extension. Helen Harold, aye; Ann Kakacek, aye; Susan Moore, aye; Paul Hettich, aye; and Tom Hausman, aye.

**C. SER11: Rules of Behavior**

Susan Moore moved and Paul Hettich seconded the motion to approve SER11: Rules of Behavior as amended. Item 'i', page S11-1 change the wording 'the' entrance to 'any' entrance. Also on page S11-1, Susan found a typo in second line to last line in '1'. Eliminate double phrase to 'ask, to ask'. Helen Harold, aye; Ann Kakacek, aye; Susan Moore, aye; Paul Hettich, aye; and Tom Hausman, aye.

**D. Intergovernmental Agreement with Emmons SD 33**

Susan Moore moved and Paul Hettich seconded the motion to approve Intergovernmental Agreement with Emmons SD 33. Paul Hettich, aye; Ann Kakacek, aye; Helen Harold, aye; Susan Moore, aye; and Tom Hausman, aye.

**E. Delete Smoking Policy from Employee Handbook**

Helen Harold moved and Paul Hettich seconded the motion approving to delete the Smoking Policy from the Employee Handbook. Smoking is covered in SER11: Rules of Behavior. Susan Moore, aye; Paul Hettich, aye; Helen Harold, aye; Ann Kakacek, aye and Tom Hausman, aye.

**XI. Closed Session: Employment of Specific Employee**

Ann Kakacek moved and Paul Hettich seconded a motion to go into closed session at 8:50pm to discuss the employment of a specific

personnel. Jennifer Drinka requested Kathy Deaner and Amy Blue remain in the room, as they were privy to the circumstance. All voted aye.

The Board resumed regular session at 8:59pm.

## **XII. Adjournment**

Susan Moore moved and Paul Hettich seconded the motion to adjourn at 8:59pm. All voted aye.



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**Susan Moore, Secretary**