



**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, December 27, 2022 at 8:02 p.m. in the Workshop at the Library.

Present:

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

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

Susan Moore moved and Paul Hettich seconded a motion to approve the November 29, 2022 Regular Board Meeting Minutes, November 29, 2022 Executive Session Minutes and November 7, 2022 Fundraising Committee Minutes. All voted aye.

- A. November 29, 2022 Board Meeting**
- B. November 29, 2022 Executive Session**
- C. November 7, 2022 Fundraising Committee**

III. Approval of Bills and Payroll

Ann Kakacek moved to accept bills & payroll for December 2022, Chris Riter-seconded. No discussion. Susan Moore-aye, Chris Riter-aye, Paul Hettich-aye, Ann Kakacek-aye, Becky Masik-aye, Helen Harold-aye, and Tom Hausman-aye.

IV. Treasurer's Report

Becky Masik reported at the end of business today there was \$403,214.02 in the Operating account, \$850.33 in the Small Checkbook and \$2,273,111.15 in the Money Market account.

V. President's Comments

Tom first reflected on some past stories with former Library Director Kathy LaBuda, whose visitation service was earlier this evening. Kathy was Library Director for over 30 years. Tom stated he brought his younger brother to the Library last week for the first time to see the progress with the renovations. He wished all a belated Merry Christmas and early Happy New Year.

VI. Notices and Communications

A. Kathy LaBuda, former Library Director's Obituary was in everyone's Board packet.

B. The Dog's Ear Staff E-Newsletter is in everyone's Board packet.

VII. Library Director's Report

A. Overview of Reports

i. Per Capita Grant Report was in everyone's Board packet. Jennifer stated we are applying for approximately \$30,000. Jennifer met with Antioch's Township Supervisor, Tom Shaughnessy, for insight on how the Library passed its referendum. Three people returned completed Board Trustee packets. School District 34 requested a Library representative for their Strategic Planning Committee. The auditors are running late completing the Library's audit and will be filing for an extension on our behalf. There was an incident at the Library where a patron became abusive to staff. The police were called and the patron has been banned after a second incident. A third incident on December 21 entailed the Library receiving a threat over the phone and the Library closed until December 26, 2022, with Board approval due to the threat, inclement weather and the previously planned holiday closure.

B. Personnel Changes

- i. **Giuseppina Galati hired as Adult Program Coordinator-Becky Masik moved to approve the hiring of Giuseppina Galati, Paul Hettich seconded. Becky Masik-aye, Ann Kakacek-aye, Paul Hettich-aye, Susan Moore-aye, Helen Harold-aye, Chris Riter-aye and Tom Hausman-aye.**

VIII. Public Comment

A. Board Corner

Helen Harold-Nothing except Happy New Year.

Ann Kakacek-Nothing.

Paul Hettich-Three things. Does the Library want to consider buying a brick or something in Kathy LaBuda's honor for the garden walk? This will be put on the agenda for next month. Should the Library consider sponsoring a Kringle window next year? Would like to recommend that Parks and Rec, the Township, Chamber, Village and Library work together on projects so that there are no duplication of efforts. Jennifer responded the Library has sponsored a Kringle window in the past and will let Becky Jacobson know the Board is interested in doing so again. Becky and Jennifer also have it as a current event to be working with the other Antioch organizations already. They have a meeting already scheduled.

Susan Moore-Nothing.

Chris Riter-Nothing.

Becky Masik – Nothing.

B. Citizen's Comments

None

C. Staff Comments

None

D. Friends Report

No report.

IX. Unfinished Business

A. Capital Improvement Projects

- i. Progress, Schedule, Upcoming Activities, Budget, Change Orders & Alternates Updates and Discussion:**
Phase 2 is approximately 30% complete. Wall framing and electrical rough-in is complete with drywall to follow. Underground plumbing trenches have been filled with concrete. The entry canopy has been framed, waiting for materials. The Garden Walk has stone laid for the brick pavers. The Live and Learn grant funded project is on hold due to supply issues. The project is 50% complete and on track for completion March 2023. The project continues to track within budget.
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. Change order 19, roofing insulation replacement, recommended for approval.
- ii. Change Order Approval—Approval of Change Order #19 to Henry Brothers in the total sum of \$13,056.78. Helen Harold moved to approve change order #19 in the total sum of \$13,056.78, Paul Hettich seconded. Becky Masik-aye, Ann Kakacek-aye, Paul Hettich-aye, Susan Moore-aye, Chris Riter-aye, Helen Harold-aye and Tom Hausman-aye.**
- iii. Henry Brothers Pay Application #10- Approval to issue payment for Henry Brothers Payment Application #10 in the sum of \$466,480.54. Susan Moore moved to approve Pay Application #10 to issue payment to Henry Brothers in**

the sum of \$466,480.54, Paul Hettich seconded. Helen Harold-aye Chris Riter-aye, Susan Moore-aye, Paul Hettich-aye, Ann Kakacek-aye, Becky Masik-aye, and Tom Hausman-aye.

- iv. Approval of Interior Investments Change Order in the sum of \$16,500.00. Susan Moore moved to approve Interior Investments Change Order in the sum of \$16,500.00, Paul Hettich seconded. Becky Masik-aye, Ann Kakacek-aye, Paul Hettich-aye, Susan Moore-aye, Chris Riter-aye, Helen Harold-aye and Thomas Hausman-aye.
- v. Approval of Interior Investments Proposal for Supplemental Furniture in a total sum not to exceed \$130,000.00. Susan Moore moved to approve Interior Investments Proposal for Supplemental Furniture in a total sum not to exceed \$130,000.00, Paul Hettich seconded. Helen Harold-aye, Chris Riter-aye, Susan Moore-aye, Paul Hettich-aye, Ann Kakacek-aye, Becky Masik-aye and Tom Hausman-aye.

Graham Harwood and Cristina Bomben Allegrini left the meeting at 8:45pm.

Susan Moore moved to approve and adopt the below Personnel Policies 55, 49, 50, 51 and the Personal Appearance Guidelines, which will supersede the prior versions of these policies, which were previously approved by this Board of Library Trustees, Paul Hettich seconded. Becky Masik inquired about the legality of staff purchasing items at Library cost, without sales tax. Board consensus was to approve PM Policy 49: Library Products and Services, and for Jennifer to check with lawyer, and bring back to Board if needed. Susan Moore-aye, Paul Hettich-aye, Ann Kakacek-aye, Becky Masik-aye, Helen Harold-aye, Chris Riter-aye and Thomas Hausman-aye.

- B. PM PER55: Suggestions
- C. Personal Appearance Guidelines

X. New Business


- A. PM PER 49: Library Products and Services**
- B. PM PER 50: Memberships and Dues**
- C. PM PER 51: Lost and Found**

XI. Closed Session if necessary

Closed session was not necessary.

XII. Adjournment

Chris Riter moved and Paul Hettich seconded the motion to adjourn at 8:52pm. All voted aye.



Susan Moore, Secretary