



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 Vice-President Paul Hettich Tuesday, January 31, 2023 at 7:00 p.m. in the Workshop at the Library.

Present:

- **Library Board Members: Paul Hettich, Ann Kakacek, Susan Moore, Chris Riter and Becky Masik**
- **Library Staff Members: Jennifer Drinka, Amy Blue, Sam Langford and Kay Nawrocki**
- **Citizens: Graham Harwood, Cristina Bomben Allegrini, Debbie York, Toni Leprich and Robert Altman**

Requested a motion to change the agenda; Chris Riter moved to change the agenda to move CCS and the building project further up the agenda. Ann Kakacek seconded.

Susan Moore moved to move the service awards presentation to the top of the agenda, Chris Riter seconded.

VII. B. ii. Kay Nawrocki was recognized for 5 years of service. A certificate and check were presented. Carol Patterson was not present to accept her 15-year award. Paul Hettich read her certificate and Jennifer Drinka talked about some of her achievements.

IX. Unfinished Business

A. Renovation & Expansion

- i. **Storefront window is in on the west side, the drywall is up, ceiling grid is going in. We hope to do punchlist at the end of February. The furniture will start being installed the first week of March. The Live & Learn project is waiting for tile and doors.**

Upcoming activities: the move is forthcoming and the Live & Learn project budget is on track. There is some contingency remaining. We have approved \$259,109. Last month, the Board approved

\$230,071 in change orders. The new change orders are #20 which is \$9,809.40 for the digital display topper and canopy drain modifications. Change order #21 is \$9,139.25 for additional steel support for the folding partition, add insulation in maintenance room and to prep paint elevator doors and frames. Change Order #22 was for the ramp on the north side \$9,430.88. Change order #22 is \$9,430.88 is for the northwest patio foundation and the hold opens for several doors. There are about \$75,000 in change orders still not approved. The furniture order is \$101,000 approximately, which is less than the \$130,000 we were anticipating.

Plaque needs to be ordered. Rick had a mock-up of birch trees in the background. Becky Jacobson pointed out that the plaque needs to be of a solid material because the wall is marred behind where it will be hung. Companies that make the bronze plaques will also do the design when given the text. The prior plaque is now moved to the back hallway with the 1970 plaque. We do not yet have any prices. There is a long lead time on it though so it needs to be ordered soon. Becky Masik has the text planned but it needs to be proofed and laid out. Jennifer Drinka asked if the whole Board wanted to approve the text. Becky Masik passed around her samples that had listed Board members who were in office during the various phases of the project. For example, the Board in place during the groundbreaking, during the dedication. Paul Hettich said we should have it all done by the first of March so that the order can be placed. Decision should be made by the Board at the February meeting. Becky Masik said she would like to order it sooner than March 1 if possible. Jennifer Drinka would like to see it come back to the Board before the final proofs are done. If it needs to be done sooner than that, the Board can approve via email.

Becky Masik asked which Board(s) should be represented on the plaque. Susan Moore suggested both the groundbreaking Board and the Board at dedication. Tom Hausman had told Jennifer Drinka that he would like to see the Board that proposed the referendum be on the plaque. There may then be three separate Boards listed. We have the names of those Boards.

- ii. Pay Application in the amount of \$356,855.51. Susan Moore moved to approve pay application #11 in the amount of \$356,855.51 and Ann Kakacek seconded. All voted aye.**

- iii. **Requesting a Library closure for Monday, March 13-Sunday, March 26 for the next move. Chris Riter moved that we close from Monday, March 13 through Sunday, March 26 per CCS recommendation. Susan Moore seconded. Becky Masik asked if we are confident in those dates. Cristina Bomben Allegrini responded that it does seem like those dates are solid. Graham Harwood pointed out that we have also met with the movers and those dates work for them. All voted aye.**
- iv. **Schedule Grand Reopening and Dedication in May, exact date to be determined. Ann Kakacek moved, Chris Riter seconded. All voted aye. Susan Moore moved that we include the named spaces in the rededication, Ann Kakacek seconded. All voted aye.**
- v. **Schedule Garden Walk & Tom Hausman Rose Garden Debut June 2023. Chris Riter moved to schedule that in June 2023, Ann Kakacek seconded. Becky Masik has pulled some sign suggestions for the garden walk but she wants to discuss with Jennifer Drinka first. Jennifer suggested a boulder with a plaque with Tom Hausman's name on it. We do have a dedicated bush currently that has a plaque on it. All voted aye.**

Chris Riter moved to return to the original agenda, Ann Kakacek seconded. All voted aye.

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

Susan Moore moved we approve the minutes of the December 27, 2022 Board meeting. Chris Riter seconded. All voted aye.

III. Approval of Bills and Payroll

Chris Riter moved we approve bills and payroll, Ann Kakacek seconded, all voted aye.

IV. Treasurer's Report

\$354,221.07 in Operating Account, \$850.33 Small Checkbook, \$0.00 in CD, \$2,064,891.75 in Money Market.

V. President's Comments

Paul Hettich regrets the way he has moved into the President's position. He commented on how much Tom did for the Library and how much it meant to him. It was a life goal for him to see the Library renovated. It was a pinnacle of his career and he wanted to see it completed. He was the moving force behind the whole project. He did get to see a lot of the renovation completed though. Jennifer Drinka & Paul Hettich wanted this meeting to be respectful of Tom's recent passing. Paul offered his help to anyone who needed it.

VI. Notices and Communications

A. Tom Hausman, Bruce Padbury & Gerianne Smouse Obituaries

Paul Hettich read Tom's obituary aloud.

B. 2023 Legal Calendar

Deadlines for budget & appropriation, levy, etc.

C. Nancy Schroeder Historical Documents

Nancy Schroeder is a descendant of those who originally donated the land the Library sits on. The land was donated by Nancy Lorraine Anderson Schroeder who was the daughter of Mr. C.K. Anderson and Mrs. Leila Jeanette Williams Anderson. The Williams' are the first Library Director's, Betty Lu Williams, aunt and uncle.

Other notices: a thank you from Carla Roinas and one from Kathy Hausman for flowers on the passing of their loved ones. Sue Stevens also sent a letter praising the experience she had with Sydney Koslica helping her find books and conversing with her.

VII. Library Director's Report

A. Overview of Reports

We have had a lot of foot traffic lately and anecdotally more working age people. In December 2021 we issued 54 library cards, December 2023 we issued over 120. For candidates we have Deborah York, Robert Altman, Ryan Haley and Toni Leprich as a write-in. Ann Kakacek questioned whether we were going to run into the 90-day

window with getting a Board member appointed. The lawyer recommends we do not appoint anyone with the election so close. There will be no legislative breakfast this year. So instead, some of the local library directors are hoping to have a breakfast with some state legislators from the two state legislative districts we represent. Board members will be invited to these.

The audit has been delayed again. Eder Casella filed for an extension again.

2021-2022 Annual Report is in the Board packet. Jennifer is working with the management team to establish new baselines coming out of Covid for things like number of programs, library cards issued, books weeded, etc. This was an especially big year for weeding.

B. Personnel Changes

iii. Kaylee Paxton Circulation Services Assistant Hiring

Susan Moore moved to approve Kaylee's hiring, Ann Kakacek seconded. All voted aye.

iv. Sarah Pila, Adult Services Associate resignation

VIII. Public Comment

A. Board Corner

Paul Hettich commented on how good our newsletter is. He said he gets Lake Villa's and Buffalo Grove's and ours is just as good. He said it really outlines our services.

B. Citizen's Comments

Deborah said "wow, I had no idea the Library was so involved with so many things." Robert met with Jennifer a couple weeks ago so he knew a little more since then, but he said he expects most citizens have no idea how much the Library offers. He would like to advocate for more citizen education so they are aware of what their Library offers. Toni said she did know what we did but she is surprised at what all the Board does. She has been an advocate to students, neighbors and friends for years. It is a great place and we are lucky to have it. She is proud of it.

There was also much discussion about Library promotion and our efforts there.

C. Staff Comments

None

D. Friends Report

We are asking them for some funding for the Summer Reading Programs, as well as some furniture for the expanded Schroeder Room.

IX. Unfinished Business

B. Board sponsor patio table & chairs in memory of Kathy LaBuda

Jennifer passed out a mockup of patio furniture in Kathy's memory near the garden walk. Chris Riter moved that we sponsor a café table and chairs in memory of Kathy LaBuda, Susan Moore seconded, all voted aye.

C. Delete PM PER 49: Library Products and Services

Susan Moore moved to delete the Library Products and Services policy from the policy manual that was previously approved by this Board of Trustees. Previously the Library allowed staff to purchase books at Library cost, but the Library does not pay tax so the attorney recommended we delete this policy and stop this practice.

X. New Business

A. Ann Kakacek moved to make a resolution to make certain closed session meeting minutes available for public inspection 23-1. Chris Riter seconded. Jennifer Drinka explained this a bit. All voted aye.

B. Susan Moore moved to make a resolution to destroy old closed session audio recordings 23-2. Chris Riter seconded. All voted aye.

C. PM PER 37: Safety Responsibilities. Becky Masik moved to approve and adopt a Safety Responsibilities Policy which will supercede the Safety Responsibilities Policy in the Personnel Policy Manual, the Workplace Security and Inspections Policy in the Employee Handbook and the Safety Policy in the Service Policy Manual, which were

previously approved by this Board of Library Trustees. Ann Kakacek seconded. All voted aye.

- D. Staff and Board Celebration April 1, 2023.** This event will take place on Saturday, April 1, 2023 at 6pm here at the Library. The planning meeting will be at 12:30 p.m. this Thursday. Staff and Board and one guest will be invited. Perhaps a full service catered event. There is no full service caterer in Antioch. So maybe Catered Productions out of Libertyville, or Chef Paul out of Gurnee. Debating whether it should be formal or informal as far as entertainment.
- E. Trustee Vacancy -** There is now a trustee vacancy. The State Library will appoint someone if the vacancy is not filled within 90 days. However, the election will take place within that period. Everyone seems to agree with the lawyer's recommendation to leave it vacant until the election. Susan Moore moved to leave the trustee position vacant until the April 4 election, Chris Riter seconded. All voted aye.
- F. President Election -** Out of respect for Tom, we will not make a decision tonight. There are two courses of action for this: 1. Paul Hettich is the Vice-President fulfilling the duties of the President. We could have a president election to have a president in place for February, March and April and then do the president election again with the new Board in May. Alternatively, 2. Leave Paul Hettich as Vice-President fulfilling the duties of President through April and do the election of the new President in May. Chris Riter thought it would be appropriate to have a sitting president during the dedication. Becky Masik would like to run for President and thinks it should be filled in February. A Vice-President would also be elected for those few months as well as other officers if needed. Either way is legal. This will go on the agenda for next month as an action item.

XI. Closed Session if necessary

Closed session was not necessary.

XII. Adjournment

Susan Moore moved and Ann Kakacek seconded the motion to adjourn at 8:30pm. All voted aye.

A handwritten signature in cursive script that reads "Susan Moore".

Susan Moore, Secretary