



**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, February 28, 2023 at 7:00 p.m. in the Workshop at the Library.

Present:

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

Requested a motion to change the agenda; Susan Moore moved to change the agenda to IX Unfinished Business – B. Renovation & Expansion, Ann Kakacek seconded. All voted aye.

IX. Unfinished Business

A. Renovation & Expansion

- i. **Phase 2 is approximately 90% complete. The concrete floor was poured for the addition fully enclosed and weather tight. Ceiling and flooring are installed in the south administration areas. All areas have been painted except for the Children's Story Room. End of March decorative window film to be installed, shelving and furniture delivery. Return of offsite storage scheduled for second week of March. Completion of Live and Learn Restroom scheduled beginning of March. Project budget continues to be on track. Approve Henry Brothers Payment Application #12 in the sum of \$456,034.63. Verbiage for dedication plaque was passed around to the Board for approval. Consensus of the Board was to have past Library construction dates on plaque and officers listed alphabetically.**

- ii. **Payment Application #12 to Henry Brothers in the amount of \$456,034.63. Susan Moore moved to approve payment application #12 in the amount of \$456,034.63 to Henry Brothers and Chis Riter seconded. All voted aye.**
- iii. **Susan Moore moved and Helen Harold seconded the motion to have the Grand Re-opening May 12 & 13, 2023. All voted aye.**

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

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

Ann Kakacek moved we approve the minutes of the January 31, 2023 Board meeting. Susan Moore seconded. All voted aye.

III. Approval of Bills and Payroll

Helen Harold moved we approve bills and payroll, Chris Riter seconded. On a roll call vote: Chris Riter, aye; Helen Harold, aye; Becky Masik, aye; Ann Kakacek, aye; Susan Moore, aye; and Paul Hettich, aye.

IV. Treasurer's Report

Becky Masik reported there is \$303,067.26 in Operating Account, \$850.33 Small Checkbook, \$0.00 in CD, \$1,899,284.59 in Money Market. Jennifer Drinka explained once a month she transfers money from the money market account to the operating account to cover bills. Becky Masik commented she has the ability to see who is making transactions from the banks website.

V. President's Comments

Paul Hettich thanked everyone for being here. He likes the construction update and knowing we are ahead of schedule and under budget. The project is going well. Chris Riter, Helen Harold and Becky Masik asked to be sent what was left in the landscaping fundraising, as they would like to donate. As exiting Trustees, Paul thanked Ann Kakacek, Chris Riter, and Helen Harold for being on the Board as volunteers mean a lot.

VI. Notices and Communications

A. Secretary of State Trustee vacancy letter

We received a letter from the Secretary of State's office stating we need to fill the trustee vacancy. Jennifer called the office and confirmed we do not need to fill the vacancy this close to the election.

B. Reaching Forward Proposal Acceptance

Jennifer reported two of our staff, Rachel Stine and Brenda Martinez proposed a project on library podcasting at Reaching Forward and it was accepted.

C. Angie Baronello thank you

Jennifer received an email from a patron on the District 34 school board thanking her for giving her an impromptu tour of the Library.

D. Legislative Breakfasts

Jennifer asked the Board if any would like to attend one of the Legislative Breakfasts listed below along with Jennifer.

A. Monday, March 6, 8am: Tom Weber & Craig Wilcox (Lake Villa) – Paul Hettich, Chris Riter and Susan Moore

B. Monday, March 13, 8am: Joyce Mason (Gurnee) – Becky Masik and Susan Moore

C. Thursday, March 16, 8am: Mary Edly-Allen (Zion) – Helen Harold and Susan Moore

VII. Library Director's Report

A. Overview of Reports

Jennifer reported we have been busy. People are coming and staying. A lot of working age people. Many happy people. Our website visits are up 62% and social media is up. New users using online resources. Our eBooks and eAudios have more holds than our physical items, which is not usual. The humidifier is being worked on. Tomorrow is candidates night which will be set up by the fireplace.

B. Personnel Changes

- i. Kim Zupkoff (20-year award) – Kim was not at the meeting so Jennifer will present Kim with her 20 year service certificate and a check for \$200.**
- ii. Larissa Eastman, Adult Services Associate Hiring
Susan Moore moved to approve Larissa's hiring, Chris Riter seconded. All voted aye.**

VIII. Public Comment

A. Board Corner

Ann Kakacek likes the positive comments from those who voted no for the referendum.

Becky Masik commented on a current popular trend, which is co-working spaces. She suggested budgeting for larger monitors or dual-monitors for patrons to plug their laptops in and utilize.

Chris Riter is excited for the completion of construction and is proud to have been on the Board.

Helen Harold thanked everyone for her time on the Board.

Susan Moore reported she attended two webinars, which highlighted to be proud to promote your library and to tell your story. We do everything that was suggested.

B. Citizen's Comments

None

C. Staff Comments

None

D. Friends Report

Amy Blue reported the Friends donated \$7,100 in equipment for the Schroeder Room. At the end of the month, they will be back in business. They are having their officer elections on Thursday and are sponsoring tomorrow's candidates' night with refreshments. Kathy Deaner and Amy mentioned April 20 will be the volunteer luncheon and invited the Board as well as the Friends group.

IX. Unfinished Business

A. President & Officers Election

Jennifer explained the process and stated this will need to be done again after the election. Becky Masik recommended to do the election today so that there is a sitting President the day of the dedication. Helen Harold had no strong opinion either way. Chris Riter agreed with Becky. Ann Kakacek suggested voting for just the President today and waiting until after the election for all the positions. Per the Library attorney, a trustee could serve the role of two positions concurrently. The Board agreed to only vote for President at this meeting.

Board President Election

- **Paul Hettich: Nominations are now in order for the Office of Board President to serve until the next officer election takes place at the May 2023 Board meeting. Any board member can make a nomination, including self-nominations. A second is not required.**
Susan Moore: I nominate Becky Masik to serve as Board President.
- **Paul Hettich: Are there any other nominations for Office of President?**
Paul Hettich: I nominate myself to serve as Board President.

Paul Hettich: For clarification, those nominated for Board President are Becky Masik and Paul Hettich. Is there any discussion regarding the nominations for the Office of President or would any of the nominees like to make a statement? Both Becky and Paul stated why they would like to serve as President.

Motions for the nomination of President will occur in the order in which they were received. Paul Hettich asked to have a motion to nominate to serve as Board President?

- **Susan Moore: I move to nominate Becky Masik to serve as Board President for three months.**
- **Paul Hettich: Is there a second?**
- **Chris Riter: I second.**
- **Paul Hettich: Could I have a roll call vote please? Chris Riter, aye; Helen Harold, aye; Becky Masik, aye; Ann Kakacek, aye; Susan Moore, aye; and Paul Hettich, aye.**
- **Chris Riter: I move to nominate Paul Hettich to serve as Board President for three months. Ann Kakacek: I second. Chris Riter, aye; Helen Harold, aye; Becky Masik, aye; Ann Kakacek, aye; Susan Moore, aye; and Paul Hettich, aye.**

There is a roll call vote to choose between Becky Masik and Paul Hettich. Chris Riter – Paul, Helen Harold – Becky, Becky Masik – myself, Ann Kakacek – Paul, Susan Moore – Becky, Paul Hettich – myself. Ann Kakacek suggested, since there is a tie, to have co-Presidents for the three months remaining until the election. The Board discussed having co-Presidents and agreed. Ann Kakacek moved to have co-Presidents for the remaining three months until the election. Helen Harold seconded the motion. All voted aye. Motion passed.

C. SER 29: Gifts and Memorials

Chris Riter moved to approve and adopt a Gifts and Memorials Policy, which will supersede the Gifts and Memorials section of the Acquisitions Policy, which was previously approved by this Board of Library Trustees. Susan Moore seconded. All voted aye.

D. Garden Walk Fundraiser Totals

Jennifer Drinka reported the Library raised approximately \$42K for the Garden Walk. Our original goal was to raise \$59K.

X. New Business

- A. Chris Riter moved to make a resolution for the Selection of Library Materials and the Use of Library Facilities 23-3. Helen Harold seconded. All voted aye.**
- B. Susan Moore moved to accept Ordinance 23-1 Establishing a Policy Governing First Amendment Audits and a Patron’s Right to Privacy. Ann Kakacek seconded. All voted aye.**

C. SER 19.2: Social Media. Susan Moore moved to approve and adopt SER 19.2 Social Media. Helen Harold seconded. All voted aye.

D. PER 52: Social Media Use. Ann Kakacek moved to approve and adopt PER52: Social Media Use. Susan Moore seconded. All voted 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 8:27pm. All voted aye.



Susan Moore, Secretary

