



**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 Treasurer Becky Masik Tuesday, March 28, 2023 at 7:03 p.m. in the Workshop at the Library.**

**Present:**

- **Library Board Members: Paul Hettich, Ann Kakacek, Susan Moore, Helen Harold and Becky Masik**
- **Absent Board Members: Chris Riter**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Becky Jacobson, Sam Langford and Jennifer Norris**
- **Citizens: Graham Harwood and Chase Blazier**

**Requested a motion to change the agenda; Susan Moore moved to change the agenda to VII. B. i – Personnel Changes, IX Unfinished Business – C. 2022 Audit Presentation and IX. A. Renovation & Expansion, Paul Hettich seconded. All voted aye.**

**VII. B. Personnel Changes**

**i. Jennifer Norris (15-year award)**

**Becky Masik presented Jennifer Norris with her 15-year service certificate and a check for \$150. Everyone present applauded. Jennifer left the meeting at 7:04 pm.**

**ii. Phoenix McNatt (5-year award)**

**Phoenix was not at the meeting so Jennifer Drinka will present Phoenix with his 5-year service certificate and a check for \$50.**

**IX. Unfinished Business**

**C. Audit Presentation: Chase Blazier**

**Chase Blazier, auditor from Eder, Casella & Co. gave a brief overview of APLD's 2022 audit results. Chase explained they issued a management letter this year not because of any internal procedures. *Management letters summarize lessons learned during audit fieldwork on***

*how to improve various aspects of the company's operations.* The management letter was the result of year-end entries not being entered in the system by the accountant. Jennifer Drinka distributed copies of the audit to the Board. Chase highlighted and explained various pages of the audit. In summary, Chase stated our funds are in good shape. Jennifer reminded the Board Eder, Casella & Co. would no longer be doing our audits; however, they will become the Library's accountants, as Michael Wall is no longer our accountant. As our accountant, Chase stated they would be entering year-end entries. Firm Lauterbach & Amen will now be conducting our annual audits. No further questions, Chase left the meeting at 7:19pm.

## **IX. Unfinished Business**

### **A. Renovation & Expansion**

- i. Graham Harwood reported the overall project is 95% complete. Finishes have been installed, office furniture has been installed, and with some minor adjustments to be made, new Children's shelving is 90% complete, with some minor adjustments to be made. Collection reshelving is ongoing. The Children's book nook wall installation is almost complete. The Live and Learn Grant is complete. Project completion is on schedule for second quarter 2023. The project remains within budget. Approve Henry Brothers Payment Application #13 in the sum of \$617,736.48.**
- ii. Payment Application #13 to Henry Brothers in the amount of \$617,736.48. Ann Kakacek moved to approve payment application #13 in the amount of \$617,736.48 to Henry Brothers and Paul Hettich seconded. Susan Moore, aye; Paul Hettich, aye; Helen Harold, aye; Ann Kakacek, aye; and Becky Masik aye.**
- iii. Susan Moore moved and Paul Hettich seconded the motion to approve Change Order Request 121R, not to exceed \$50,027.98. This change order is for humidifier adjustments. Paul Hettich, aye; Helen Harold, aye; Ann Kakacek, aye; Susan Moore, aye; and Becky Masik, aye. Graham stated the Library has a good staff. They have been very helpful and cooperative. It has been a good team effort. Graham left the meeting at 7:40pm.**



**Ann Kakacek moved to return to the original agenda, Paul Hettich seconded. All voted aye.**

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

**Susan Moore moved we approve the minutes of the February 28, 2023 Board meeting. Ann Kakacek seconded. All voted aye.**

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

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

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

**Becky Masik reported there is \$449,667.45 in Operating Account, \$850.33 Small Checkbook, \$0.00 in CD, \$1,575,361.66 in Money Market.**

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

**Becky Masik thanked everyone for being here. Paul Hettich stated they had a good meeting with the Highland Park Library who had toured our Library. Highland Park Library is going through a renovation and they are deciding whether to go with an Owner's Rep. APLD is very happy we went with CCS.**

## **VI. Notices and Communications**

### **A. April 1, 2023 Staff & Board Celebration**

**Becky Masik distributed to the Board invitations to the April 1, 2023 Staff & Board Celebration.**

### **B. *The Dog's Ear* staff newsletter**

**A copy of the newsletter is in the Board packet. The most recent edition was passed around the room.**

### **C. Thank you notes**

**Becky Masik read a thank you card from our new auditor for selecting them. She also read a thank you from Jennifer Drinka for her birthday treats and she read an email from Tricia Barnett regarding the Library's excellent customer service.**

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

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

**Jennifer stated she is speechless of how beautiful the Library is and watching all the people in the Library. It has been very busy these last two weeks. Our three phase move captains Amy Blue, Kathy Deaner and Nikki Cogswell and staff rose above and beyond.**

### **B. Personnel Changes**

**i. Jennifer Norris (15-year award) – Presented in the beginning of the meeting.**

**ii. Phoenix McNatt (5-year award) – Discussed in the beginning of the meeting.**

**iii. Sofie Barlow-Esler, Circulation Assistant hiring.**

**Helen Harold moved to approve Sofie's hiring, Paul Hettich seconded. All voted aye.**

**iv. Announcement of Giosi Galati, Adult Program Coordinator resignation.**

## **VIII. Public Comment**

### **A. Board Corner**

**Ann Kakacek likes the many good comments. Ann asked if the workers were actually welding out on the floor. Jennifer responded, they were but they made sure it was safe.**

**Paul Hettich asked if there were any further issues with the problem patron. Jennifer responded he has been banned from the Library. Paul**

**mentioned an issue with kids riding mini-bikes through the parking lot this evening.**

**B. Citizen's Comments**

**None**

**C. Staff Comments**

**Becky Jacobson said it has been exhilarating speaking with patrons. Parents are happy and proud their family will grow up here.**

**D. Friends Report**

**Friends have a new President, Sari Brindel. They are excited to have a space back. The fire inspector came and said we needed to remove everything by the stairwell. Friends and Administration lost space as a result. Friends will be providing baskets at our May 12 event.**

**IX. Unfinished Business**

**A. Renovation & Expansion**

**This was reported on earlier in the meeting.**

**B. President Election**

**Per the lawyer's advice that we have a single president rather than co-presidents Ann Kakacek moved and Helen Harold seconded the motion to appoint Paul Hettich President for next month. Susan Moore, aye; Paul Hettich, aye; Helen Harold, aye; Ann Kakacek, aye; and Becky Masik, aye.**

**C. 2022 Audit Presentation: Chase Blazier**

**Presented earlier in the meeting.**



**D. Library Giving brochure & website**

**Jennifer distributed a draft of a brochure to the Board on how patrons can continue to donate to the Library and asked the Board to review it and offer suggestions. There was much discussion regarding the content and suggestions were made. Jennifer will work on the brochure along with Becky Jacobson and Becky Masik and email a revised copy to the Board to review.**

**X. New Business**

**A. SER31: Photography and Filming Policy**

**Susan Moore moved and Paul Hettich seconded the motion to approve and adopt a Photography and Filming Policy. All voted aye.**

**B. SER32: Alcohol Policy**

**Susan Moore moved and Paul Hettich seconded the motion to approve and adopt an Alcohol Policy. All voted aye.**

**C. Event Application for Alcohol at April 1, 2023 Staff & Board Celebration**

**Ann Kakacek moved and Paul Hettich seconded the motion to approve event application for alcohol at April 1, 2023 Staff & Board Celebration. All voted aye.**

**D. Event Application for Alcohol at May 12, 2023 Grand Opening Event**

**Ann Kakacek moved and Paul Hettich seconded the motion to approve event application for alcohol at May 12, 2023 Grand Opening Event. All voted aye.**

**E. Appoint Personnel Committee & set meeting date**

**Susan Moore and Ann Kakacek volunteered to be on the Personnel Committee. Becky Masik will ask Chris Riter if he would also be on the**

**Committee. The first meeting is scheduled for Tuesday, April 18 at 7pm.**

**F. Post-Issuance Tax Compliance Report**

**Jennifer explained that she needs to go through a checklist of the bond requirements and report to the Board she has done so. Susan Moore inquired about some of the verbiage on the report and asked Jennifer to get clarification.**

**XI. Closed Session if necessary**

**Closed session was not necessary.**

**XII. Adjournment**

**Susan Moore moved and Paul Hettich seconded the motion to adjourn at 8:42pm. All voted aye.**



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**Susan Moore, Secretary**