



## **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 Becky Masik Tuesday, August 29, 2023 at 7:10 p.m. in the Kakacek Room at the Library.**

**Present:**

- **Library Board Members: Becky Masik, Susan Moore, Robert Altman, Paul Hettich, Debbie York, Ryan Haley, and Toni Leprich**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, Sam Langford and Brenda Martinez**
- **Citizens: Cristina Bomben Allegrini and Graham Harwood**

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

**A&B. Deborah York moved to approve the minutes of the July 25, 2023 Board meeting and July 25, 2023 Decennial Committee Meeting. Paul Hettich seconded. All voted aye.**

**III. Approval of Bills and Payroll**

**Susan Moore moved to approve bills and payroll, Paul Hettich seconded. On a roll call vote: Paul Hettich, aye; Robert Altman, aye; Susan Moore, aye; Toni Leprich, aye; Ryan Haley, aye; Debbie York, aye; and Becky Masik, aye.**

**IV. Treasurer's Report**

**Ryan Haley reported that there is \$356,489.14 in the operating account and \$850.33 in the small checking account.**

**V. President's Comments**

**Becky Masik thanked everyone for being here. Becky invited the Board to attend the staff in-service event on October 13 at 11:45am. Becky will be**

saying a few words to the staff.

Becky asked for a motion to amend the agenda to go to item VII.D.i. Personnel Changes, Brenda Martinez and then to IX. Unfinished Business A. Capital Improvement Project. Susan Moore moved and Paul Hettich seconded the motion. All voted aye.

#### **VII.D. Personal Changes**

##### **i. Brenda Martinez, Teen Services Associate (10-year award)**

Becky Masik presented to Brenda Martinez a 10-year service award certificate and a check for \$100. Everyone in the room applauded. Jennifer commented Brenda started as a Page, moved over to Circulation Assistant and is now Teen Services Associate. Brenda is also continuing her education in Library Services. Brenda and Sam Langford left the meeting at 7:12pm.

#### **IX. Unfinished Business**

##### **A. Capital Improvement Project**

i. Cristina reported final punch list items are being addressed by Henry Brothers, the list is approximately 98% complete. Several items remain due to items on order and installation scheduling. The remaining furniture orders are due for installation mid-September. The project continues to track within budget at \$9,766,753.

ii. Approval to issue payment for Henry Brothers Payment Application #18 in the sum of \$160,768.39. Full payment is contingent on work to be completed by two sub-contractors. Their work is anticipated to be completed by the first week of September. This pay application includes work through 8/31/2023 and was reviewed and signed by the architect. Ryan Haley moved to issue payment for Henry Brothers Payment Application #18 in the sum of \$160,768.39 contingent on work to be completed by two sub-contractors. Paul Hettich seconded. Paul Hettich, aye; Robert Altman, aye; Susan Moore, aye; Toni Leprich, aye; Ryan Haley, aye; Deborah York, aye; and Becky Masik, aye.

**Cristina Bomben Allegrini and Graham Harwood left the meeting at 7:20pm. Susan Moore moved and Toni Leprich seconded the motion to return to regular agenda. All aye.**

## **VI. Notices and Communications**

### **A. Lake County Clerk Outstanding Tax Distribution**

**After an internal review of accounts, the new Lake County Clerk's administration discovered additional outstanding property tax distributions that were not distributed to corresponding taxing districts. The Library's share is \$16,717.38.**

### **B. The Dog's Ear Newsletter**

**The latest edition of the *The Dog's Ear* Newsletter is in everyone's Board Packet.**

### **C. Donald Fencel Donation**

**Becky reported the Library received a \$250 donation from Donald Fencel in addition to a \$100 gift card.**

**D. Becky read a thank you letter from the Lucansky Family for the wonderful Garden Ribbon Opening Celebration and recognition.**

**E. Becky read a thank you letter from patron Joleen for the Library's assistance in her securing a new job.**

**F. Becky distributed RAILS Members Brochures to the Board.**

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

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

**Jennifer Drinka reported all statistics continue to go up.**



## **B. 2022-2023 Annual Report**

Jennifer briefly explained the annual IPLAR report and encouraged the Board to read it thoroughly from their Board packets. Her goal is for the Library to present cohesiveness throughout all departments.

## **C. Garden Party & Time Capsule Celebration: Saturday October 7, 10am -12pm**

Jennifer explained this during the Budget & Appropriation Hearing.

## **D. Personnel Changes**

- i. Brenda Martinez, Teen Services Associate Service Award was presented at the beginning of the meeting.
- ii. Melanie McQueen, Circulation Assistant resigned on 7/28/2023.
- iii. Maintenance Custodian Daron Sanders is no longer with the Library as of 7/27/2023.
- iv. Hannah Sator, Adult Services Associate Program Coordinator was hired on 8/15/2023.
- v. Carter Tritschler, Maintenance Custodian was hired on 8/17/2023.
- vi. Lauren Johnson, Circulation Assistant was hired on 8/28/2023.

Deborah York made a motion to approve all new hires. Paul Hettich seconded the motion. All voted aye.

## **VIII. Public Comment**

### **A. Board Corner**

*Robert Altman* – Nothing

*Ryan Haley* – Nothing

*Toni Leprich* – Nothing

*Paul Hettich* – Asked why there were signs stating the Library is under surveillance. Jennifer responded just as a deterrent. Paul likes them. There used to be a flag in the vestibule prior to construction, can we get another one. Jennifer will look into it. Can the Board get ID's to wear at the various Library events? Jennifer will have Kathy Deaner look into it.

***Susan Moore*** – Loved photos in the annual report. Suggested weeding in the parking lot islands. Jennifer will have Roy look into this.

***Deborah York*** – Nothing

**B. Citizen's Comments**

None.

**C. Staff Comments**

Amy Blue said the Library has been busy. Jennifer commented many schools are coming in for tours soon.

**D. Friends Report**

Amy reported the Friends need more donations for book sale in September.

**IX. Unfinished Business**

**A. Capital Improvement Project** was reported on earlier in the meeting.

**B. Secretary's Audit Committee**

Toni Leprich and Robert Altman reviewed the Minutes book for the Secretary's Audit.

**X. New Business**

**A. Budget and Appropriation Ordinance 23-4**

Robert Altman moved and Paul Hettich seconded a motion to approve the Budget and Appropriation Ordinance 23-4. On a roll call vote: Paul Hettich, aye; Robert Altman, aye; Susan Moore, aye; Toni Leprich, aye; Ryan Haley, aye; Deborah York, aye; and Becky Masik, aye.

## **B. Treasurer's Estimate of Revenues 2023-24**

Jennifer explained the report along with Ryan. Susan Moore moved to approve the Treasurer's Estimate of Revenues for 2023-24. On a roll call vote: Paul Hettich, aye; Robert Altman, aye; Susan Moore, aye; Toni Leprich, aye; Ryan Haley, aye; Deborah York, aye; and Becky Masik, aye.

## **C. PER17: Paid Holidays**

Susan Moore moved and Paul Hettich seconded a motion to approve PER17: Paid Holidays. Election Day was added to the policy. All voted aye.

## **D. PER22: Personal Leave**

Jennifer explained Illinois' Paid Leave for All Workers Act taking effect 1/1/2024. Jennifer explained, for the Library this will only affect Pages and Substitutes. Kathy Deaner will be monitoring this with our payroll software. Susan Moore moved and Paul Hettich seconded a motion to approve PER22: Personal Leave. All voted aye.

## **E. SER33: Outstanding Checks**

Jennifer explained our new Auditors are requiring us to have an Outstanding Checks policy. Susan Moore moved and Paul Hettich seconded a motion to adopt SER33: Outstanding Checks. All voted aye.

## **F. Appendix C: Head of Marketing & Communications Job Description**

Jennifer explained she is moving forward on filling this job now. The position is too important to leave vacant. Robert Altman moved and Paul Hettich seconded a motion to approve Appendix C: Head of Marketing & Communications Job Description. All voted aye.

**XI. Closed Session if necessary**

**Closed session was not necessary.**

**XII. Adjournment**

**Susan Moore moved and Paul Hettich seconded the motion to adjourn at 8:06pm. All voted aye.**

A handwritten signature in cursive script, appearing to read "Susan Moore", is written above a horizontal line.

**Susan Moore, Secretary**



Board of Trustees  
Antioch Public Library District  
Budget and Appropriation Ordinance Hearing  
Tuesday, August 29, 2023,  
7:00pm in the Kakacek Room

- I. Call to order/attendance
- II. Open Discussion of Budget and Appropriation Ordinance 23-4
- III. Close Hearing