



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, October 31, 2023 at 7:43 p.m. in the Kakacek Room at the Library.

Present:

- **Library Board Members: Becky Masik, Susan Moore, Robert Altman, Paul Hettich, Ryan Haley, Deborah York and Toni Leprich**
- **Absent Board Members: None**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, Suzanne Jones and Sam Langford**

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

Robert Altman moved to approve the minutes of the September 26, 2023 Board 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: Robert Altman, aye; Paul Hettich, aye; Susan Moore, aye; Toni Leprich, aye; Ryan Haley, aye; Deborah York, aye; and Becky Masik, aye.

IV. Treasurer's Report

Ryan Haley reported that there is \$485,618.42 in the Library's operating account, \$316,251.08 in the renovation account, \$3,119,222.20 in the money market account and \$650.33 in the small checkbook.

Ryan stated the Library is in a strong financial space.

V. President's Comments

Beck Masik brought up the recent staff In-Service day, stating that it was a great day and many great discussions were had. One involved safety concerns some staff members have regarding the possibility of a driver losing control of their vehicle and driving through the front windows by the Children's Department. The Library has received a quote to have boulders placed outside these windows as a pre-emptive deterrent. Becky stated that she enjoyed taking part in the In-Service and would like each Board member to be involved with one In-Service day per year. A discussion was held regarding how often they occur and what the date is for the next one. Staff events in general were then discussed and Becky stated that Board members are welcome to attend these. As an example, she mentioned that Susan and Paul had attended the most recent Volunteer Luncheon.

VI. Notices and Communications

A. Property Assessment Appeals

Becky Masik read an email from our attorney regarding assessment appeals filed with the Lake County Board of Review. Our attorney recommended the Library not intervene at this time.

B. Sara Olsen e-mail

Becky Masik read an email from Sara Olsen, Head of Marketing & Communications, regarding a photograph she recently found of her son attending a Library program in 2011. As a patron and now a staff member, she thanked the Library for being somewhere families can create special memories together.

C. Nikki Knack Customer Service Week e-mail

Becky Masik read an email from Nikki Knack, Head of Children's Services, regarding the recent Customer Service Week activities. She thanked the Library for making staff feel valued and appreciated.

D. Sari Brindel Staff Newsletter & Friends of the Library e-mail

Becky Masik read an email and thank you note from Sari Brindel regarding the Friends book sale. They raised approximately \$1,200 and extended her gratitude to the Library staff for their valuable assistance. She also gave some positive feedback on the staff newsletter. Becky read another email from Sari, in which she thanked Jennifer and Amy for meeting with the Friends group to give an update on what the Library's priorities are moving forward.

E. Jeanne Thomas Thank You e-mail

Becky Masik read an email from a person who recently reserved a meeting room. The individual expressed gratitude towards the Library, specifically mentioning Jeanne Thomas, for her warm hospitality and exceptional service. This prompted a brief discussion of meeting room usage, and an increase in usage was noted.

F. Johnson Family Thank You

Becky read an email from Jan Johnson's family, expressing gratitude to the Library for sending a flower arrangement to the funeral service for her father-in-law.

G. ALA President Resignation e-mail

Becky Masik read an email announcing the resignation of the ALA President. Becky expressed appreciation to Jennifer for including this in the Board packet, as she believes it is beneficial to receive updates on potential future developments within the library industry.

H. Annual Sexual Harassment Training

Kathy Deaner explained that the yearly sexual harassment training is approaching and she will be providing Board members with a link next month to assist them in completing the training.

VII. Library Director's Report

A. Overview of Reports

Jennifer Drinka reported that it has been a busy time at the Library and it is so much fun to see people enjoying the space. Of note are children's activities, which are at pre-pandemic levels. The annual audit has been completed and more information will be forthcoming. Our new auditors were in-house only one day and they will most likely present their report at the January Board Meeting. The In-Service, headed by Paula Williams, was an inspiring day and Becky Masik's homemade taffy apples were a treat. The Library hosted a Director's Meeting on October 30 and all attendees were very impressed with the results of the renovation project. Suzanne Jones checked the archived minutes to confirm that previous renovation documents contained in the books were not signed. Jennifer is satisfied that our minutes book is very complete, with signed versions saved elsewhere. Jennifer will be out of town November 4-12 for her 15th wedding anniversary and she recently celebrated her 7-year anniversary at the Library. Fireside Fridays was touched on and Jennifer stated that staff are always invited to attend.

B. Personnel Changes

Toby Scharrer, Substitute hiring. Becky Masik gave some positive insight regarding Toby's character. Robert Altman moved to approve the hiring of Toby Scharrer. Toni Leprich seconded. All voted aye.

Jennifer stated that the full-time Marketing & Communications Associate position has been posted internally and will be posted externally in a week.

VIII. Public Comment

A. Board Corner

Robert Altman – Robert asked who supplies the books on the Libby application, citing concerns over how many holds there are for some of the titles. Amy Blue replied that they come from an Illinois consortium of

50 libraries, via Overdrive. Amy and Jennifer Drinka explained how hold lists work on Libby, and the difference between copies from the consortium and those from the Library. The option of obtaining audiobooks through Hoopla was provided as an alternative.

Ryan Haley – Ryan asked whether a plan had been decided on regarding naming rights for the meeting rooms. Jennifer explained that the decision had been made to introduce sponsorship opportunities for the meeting rooms and the Library Giving brochure has been updated to include this information. Additionally, donations can be made online through our website. Ryan mentioned that several libraries are organizing author events to attract more people, and he inquired whether we have any plans to do something similar. Jennifer replied that the Library is a member of the Illinois Libraries Present consortium, which allows us to offer similar events virtually, and Amy provided additional details. The idea of hosting events in collaboration with local schools was introduced.

Toni Leprich – Adding to the discussion regarding author events that Ryan brought up, Toni stated that she knows some local authors.

Paul Hettich – Paul remarked to Amy that he owes her a sound system photograph. He then explained that after the last meeting, he noticed a camper parked on Library property that seemed suspicious and the man occupying the vehicle stated he was staying there overnight. Paul asked if we should consider posting Library Parking Only signs. The topic was discussed and Jennifer explained that the police have been very helpful with monitoring the property at night. Deborah agreed with his concerns and Jennifer said she would continue to monitor the situation. In regards to boulders being installed out front, Paul stated he has experience with this type of project and is willing to assist if necessary.

Susan Moore – None.

Deborah York – None.

B. Citizen's Comments

None.

C. Staff Comments

None.

D. Friends Report

Amy reported that the Friends have welcomed numerous new members, which has resulted in some challenges as they navigate the influx of fresh ideas. In a meeting with Jennifer, they expressed a desire to increase their visibility. Additionally, the possibility of creating a scholarship program in partnership with the Library was raised.

X. Unfinished Business

A. Capital Improvement Project: Progress, Budget & Proforma

Jennifer reported that the final punch list continues and she has been pushing back more than usual to ensure things are getting finished. Additionally, she stated that the final wire transfer would be withheld until everything is completed to our satisfaction. Issues with lighting and cabinet locks continue and more furniture items will be coming in as well. The final occupancy approval is waiting on the completion of the Area of Refuge. We still have a small amount of the Live & Learn grant left to spend but there are specific guidelines that must be adhered to regarding the type of items that can be purchased with these funds. Deborah's suggestion of artwork for the bathrooms was discussed. Feminine products dispensers and step stools for the two Children's Department bathrooms were discussed at length, with Ryan, Toni and Deborah all stating they liked this idea.

B. Library Director's Self-Evaluation

Jennifer Drinka prepared a document outlining her performance highlights from the 2022-2023 fiscal year; with copies distributed to all in attendance. Her annual evaluation will be conducted during a closed session at the November 28 Board Meeting.

X. New Business

A. Appendix C: Marketing & Communications Associate

Jennifer described the changes made to the job description, indicating that they largely comprised of updated information. Robert Altman moved and Paul Hettich seconded to approve Appendix C: Marketing & Communications Associate. All voted aye.

B. Appendix C: PICL (Person In Charge of the Library)

Jennifer outlined the position and its function. Robert Altman moved and Paul Hettich seconded to approve Appendix C: PICL (Person In Charge of the Library). All voted aye.

C. PER 10: Hours of Work, Meal Break Periods

Susan Moore moved to approve and adopt the Hours of Work/Meal/Break Periods Policy, which will supersede the Hour of Work/Meal/Break Periods and Scheduled Hours of Work policies in the Personnel Policy Manual, which were previously approved by this Board of Library Trustees. Paul Hettich seconded. All voted aye.

D. PER 40: Conduct and Work Rules

Susan Moore moved to approve and adopt the Conduct and Work Rules Policy, which will supersede the Conduct and Work Rules Policy in the Personnel Policy Manual, and the No Solicitation/No Distribution, Visitors and Employee Identification Cards policies in the Employee Handbook, which were previously approved by the Board of Library Trustees. Paul Hettich seconded. All voted aye.

E. PER 42: Conflict of Interest

Susan Moore moved to approve and adopt the Conflict of Interest Policy, which will supersede the Conflict of Interest Policy in the Employee Handbook and in the Personnel Policy Manual, which were previously

approved by the Board of Library Trustees. Paul Hettich seconded. All voted aye.

In accordance with her goal of consolidation, Jennifer stated that by updating PER10, PER40 and PER42, she was able to replace eight separate policies.

F. Garden sprinkler system, Boulders & Parking lot islands

Jennifer stated the final quote on the garden sprinkler system would be forthcoming once she receives it from Roy. It was decided to table any discussion of this project until next month's meeting.

Regarding the boulders & parking lot islands, Jennifer stated a quote for approximately \$9,000 had been received and was included in the packet. Ryan asked how we obtain our bids and Jennifer explained that in this instance we only obtained one, which came from our current landscaper, whom we trust. Jennifer said she would be happy to get a second quote, to which Ryan replied that although he prefers multiple quotes, in this case he would defer to Jennifer's opinion. Paul was asked for his opinion and he offered to assist with the planning and layout, as well as going with Jennifer to select materials. With the understanding that further discussion regarding specific details would be tabled until next month, Jennifer asked for approval on a project of up to \$10,000 for the boulders and parking lot islands. Robert Altman moved to approve a project of up to \$10,000, Paul Hettich seconded. On a roll call vote: Robert Altman, aye; Paula Hettich, aye; Susan Moore, aye; Toni Leprich, aye; Ryan Haley, aye; Deborah York, aye; and Becky Masik, aye.

G. Levy Ordinance 23-5 & Truth in Taxation (To be approved at 11/28/23 meeting)

To be discussed next month.

XI. Closed Session if necessary

Closed session was not necessary.

XII. Adjournment

Robert Altman moved and Paul Hettich seconded the motion to adjourn at 8:59pm. All voted aye.



Susan Moore, Secretary