

**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 Paul Hettich Tuesday, April 25, 2023 at 7:04 p.m. in the Eide Room at the Library.**

**Present:**

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

**Requested a motion to change the agenda; Chris Riter moved to change the agenda to IX. A. – Renovation & Expansion, Ann Kakacek seconded. All voted aye.**

**IX. Unfinished Business**

**A. Renovation & Expansion**

**i – iii Cristina reported the overall project is 99% complete. Modifications to the humidifier almost complete. The Garden Walk should be complete the first week of June. The Live and Learn Grant is complete. Project completion is on schedule for second quarter 2023. The project remains within budget. The Grand Opening is scheduled for May 12 and 13.**

**Approve Henry Brothers Change Order #35 in the sum of \$22,888.08 for providing and installing (10) pathway lights per original Bid Alternative for Westside Garden Walk.**

**iv. Change Order Request #35 to Henry Brothers in the amount of \$22,888.08. Chris Riter moved to approve change order request #35 in the amount of \$22,888.08 to Henry Brothers and Helen Harold seconded. Ann**

**Kakacek, aye; Susan Moore, aye; Helen Harold, aye; Chris Riter, aye; and Paul Hettich, aye.**

**v. Approval to issue payment for Henry Brothers Payment Application #14 in the sum of \$155,405.02 for work through 03/31/2023. Helen Harold moved to approve payment application #14 to Henry Brothers in the sum of \$155,405.02 and Chris Riter seconded. Ann Kakacek, aye; Susan Moore, aye; Helen Harold, aye; Chris Riter, aye; and Paul Hettich, aye. Cristina Bomben Allegrini and Graham Harwood left the meeting at 7:14pm.**

**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**

**Chris Riter moved we approve the minutes of the March 28, 2023 Board meeting. Helen Harold seconded. All voted aye.**

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

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

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

**Jennifer Drinka reported our Treasurer usually is the only officer that is bonded and the bond registration form has been extremely intrusive. The Library has decided to switch to a Risk Management PLUS+ Online policy, which will cover all employees of the Library and Board of Trustees.**

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

**Paul Hettich thanked everyone for being here. He thanked the outgoing trustees for their service, he thanked the remaining trustees for their continual service and he thanked the newly elected trustees for volunteering to serve on the Board. Paul discussed the volunteer luncheon from the prior week. He was amazed at the number of Friends that attended, staff and fellow Board members. He thanked everyone who helped put the luncheon together.**

**Paul reminded everyone the Grand Opening is Friday, May 12, 7 – 10pm and the Open House is Saturday, May 13, 9 – 2pm.**

## **VI. Notices and Communications**

### **A. May 12, 2023 Grand Opening**

**Jennifer Drinka explained the evening of the Grand Opening was for adults and by invitation only.**

### **B. May 13, 2023 Open House**

**Saturday, May 13 is the Open House, which is open to the public from 9 – 2pm. Paul Hettich suggested contacting the Antioch police for safety outside. Paul said the renovation project far exceeded what he expected, a true success story. People always tell him how nice the Library looks. Susan Moore stated how amazing it is that the Library kept public service going throughout the project. Chris Riter, Paul Hettich, Helen Harold and Susan Moore all volunteered to help if needed for the events.**

### **C. Highland Park Library Thank You**

**Jennifer read a thank you email from representatives of the Highland Park Library for their Library tour. Debbie York, a former Highland Park resident said it was nice that the Highland Park Library came to Antioch for a tour.**

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

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

**Jennifer stated it has been quite a month with the Staff & Board event in house, the Volunteer Luncheon, getting ready for the Grand Opening and Open House, speaking at the Rotary Club, going to the Director's meeting regarding a new bill in Senate regarding blocking libraries**

from receiving grants if they ban books. Jennifer reported even with the Library being closed March 13 – 26, the doors were only down 9%, downloads were up 8% and social media is the highest ever.

## **B. Personnel Changes**

i. Eleanore Sorensen (15-year award) – Eleanore was not able to attend the meeting to receive her service award certificate and a check for \$150, so Jennifer Drinka will give it to her.

ii. Grace Bergum, Page Resignation – Grace has resigned to focus on her school work.

## **VIII. Public Comment**

### **A. Board Corner**

*Ann Kakacek* said it has been a privilege working with everyone and she wishes the new Board luck. Ann also said she loves the public comments.

*Chris Riter* said it was an honor working on the Board and seeing everyone's dedication. He thanked everyone for supporting the community and the Library.

*Helen Harold* said it has been an interesting year from being a library homebound delivery volunteer to being on the Board. It is a different perspective from behind the scenes. She mentioned her dentist told her he could not wait to go to the Open House. It was phenomenal the Library stayed open during the pandemic.

*Paul Hettich* thanked everyone again for being here. Paul personally thanked Ann. She was one of his high school teachers and he enjoyed her class. She was one of the reasons he used to come to the Library when he was younger.

*Susan Moore* said she was excited.

### **B. Citizen's Comments**

*Debbie York* said she was excited to be involved.

*Ryan Haley* wanted to thank Ann as well. She was his teacher too.

### **C. Staff Comments**

**With everyone thanking Ann, Jennifer wanted to remind everyone the Library still has the Kakacek Room in honor of Ann.**

### **D. Friends Report**

**Amy Blue reported the Friends are selling again and there is a fair amount of interest with new members joining.**

**Friends will be providing a basket at our May 12 event for a silent auction.**

## **IX. Unfinished Business**

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

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

### **B. Personnel Committee Report and Salary/Benefits Proposal**

**The personnel committee consisted of Board Trustees Susan Moore, Ann Kakacek, Chris Riter and Library Director Jennifer Drinka. Susan Moore reported Russell Warye, our insurance broker was at the Personnel Committee. The committee recommends staying with Blue Cross Blue Shield and Principal for staff health, dental and vision insurance. The committee also recommends the following pay increases and staffing changes:**

**Increase Page and Assistant wages by 8% to bring their minimum wage up from \$13 to \$14 per hour and maintain spacing between pay grade 1 and 3.**

**Increase most other staff wages by 5% to maintain spacing between pay grades.**

**One-time bonus for all managers of \$2,000.00 plus one additional week of personal leave to use in FY 23/24.**

**One-time bonus for rest of staff of \$200.00 plus two additional days of personal leave to use in FY 23/24.**

**Increase Teen Associate Brenda Martinez's hours from 24 to 37.5 per week.**

**Increase Marketing Associate Sara Olsen's hours from 28 to 37.5 per week.**

**Increase Adult Services hours by 12 hours per week: 4 additional hours each for Ivy Edran, Jan Johnson, and Jeanne Thomas.**

**Increase Maintenance Custodian Jaimie North's hours from 20 to 24 per week.**

**Jennifer also said she would like to explore restructuring departments. Chris Riter moved and Ann Kakacek seconded the motion to accept and approve the Personnel Committee's recommendations for health insurance benefits, pay increases and staffing changes. Ann Kakacek, aye; Susan Moore, aye; Helen Harold, aye; Chris Riter, aye; and Paul Hettich, aye.**

## **X. New Business**

### **A. Appoint Budget Committee & set meeting date**

**Jennifer Drinka explained the Budget Committee meets once a year. Susan Moore, Chris Riter and Ann Kakacek volunteered to be on the Budget Committee. The meeting will be on May 25, 2023 at 7pm. The meeting is open to all Board members.**

## **XI. Closed Session if necessary**

**Susan Moore moved and Ann Kakacek seconded a motion to go into closed session to discuss the employment of a specific employee at 8pm. All voted aye.**

**Came out of closed session at 8:13pm.**

## **XII. Adjournment**

**Chris Riter moved and Helen Harold seconded the motion to adjourn at 8:14pm. All voted aye.**

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**Susan Moore, Secretary**