

**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 Pro tem Paul Hettich Tuesday, April 30, 2024 at 7:00 p.m. in the Kakacek Room at the Library.

Present:

- **Library Board Members: Paul Hettich, Toni Leprich, Ryan Haley, Susan Moore, Robert Altman, and Deborah York**
- **Absent Board Member: Becky Masik**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, Jennifer Norris, and Sam Langford**

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

Deborah York moved to approve the Minutes of the March 26, 2024 Board meeting. Ryan Haley seconded. Robert Altman stated at last month's meeting he thought the motions to approve the purchase of the sprinkler system and chairs were separate and he was only approving the purchase of the sprinkler system. Fellow Board members said the motion was combined for the purchase of both the sprinkler system and chairs. Robert asked to go on record saying he did not approve of the purchase of the chairs because of the cost. He will mention this again during Board Corner. Ryan Haley asked if this changes the results of the motion. No because the majority present were in favor. All voted aye, with Robert's clarification.

III. Approval of Bills and Payroll

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

IV. Treasurer's Report

Ryan Haley reported he approved payroll today and the balance of all accounts is in accordance where they should be.

V. President's Comments

President, Becky Masik was absent, no comments.

VI. Notices and Communications

A. Digital Accessibility Investigation

Jennifer Drinka reported the Library received a complaint about our website not being ADA compliant. Library staff, Jennifer Drinka, Jennifer Norris, Paula Williams, Sam Langford, Sara Olsen and Hannah Sator met with lawyer from the Department of Education. Our lawyer advised us not to talk to/commit to anyone/anything until we hear back from our attorney. Our lawyer submitted a FOIA request to look at the formal complaint. Next week there will be a meeting with all. Jennifer Norris stated she was glad this was coming to light now while in the beginning of redoing the website.

B. *The Dog's Ear* staff newsletter

The newsletter is in the Board packet.

C. Blood Drive e-mail

Paul read an email from Vitalant thanking the Library for hosting a blood drive.

D. Solar Eclipse event thank you

Paul read a letter from patron, Marcia Becker, thanking the Library for hosting the eclipse event.

VII. Library Director's Report

A. Overview of Reports

Jennifer Drinka gave a brief summary of her recent PLA trip in Columbus, Ohio. Approximately 8000 people in attendance. A complete overview is in the Board packet. The Solar Eclipse event was successful, over 200 people in attendance. National Library Week was a success. The volunteer luncheon was successful, 32 people in attendance. The Library will be closed May 10 for In-service. May 4 is Free Comic Book Day. Jennifer asked if any Board members would like to be in the Fourth of July Parade, there will be a sign-up sheet in the Library. Jennifer reported the door count was up 72%, physical circulation up 27%, downloads up 44%, printing up 81% and meeting/study room usage is off the charts. Jennifer spoke about emails she received from Tom Shaughnessy and Jim Moran requesting letters of support for funding to improve the sidewalks in downtown Antioch. The support letter(s) would need to be submitted by morning and she just received the request today. The Board asked if the Township or Village helped secure the Library's referendum. No. The Board responded to Jennifer stating this was not her role to support this project.

B. Personnel Changes

None.

VIII. Public Comment

***Toni:* Volunteer luncheon was real nice.**

***Debbie:* Nothing**

***Susan:* Eclipse was great and volunteer luncheon was awesome**

***Paul:* Went to Village of Antioch, IL meeting, representing the Library, to consider the proposed redevelopment plan and project and the proposed designation of the Antioch Market Place Redevelopment project area/TIF. Everyone at the meeting agreed**

to support TIF. District 34 later sent a letter changing their vote and did not agree. Becky Masik went to a follow up meeting.

Robert: Last month Robert thought he was voting ‘aye’ to simply approve the purchase of the new sprinkler system, not the sprinkler system and chairs. He wants to go on record stating he does not approve of the purchase of the chairs at the reported cost.

Ryan: Inquired about ‘phishing’ emails he has been receiving on his APLD email account and asked if they were legitimate or not. Yes they are. Ryan asked what is the Library’s expectation of the homeless and if we were providing accommodations. Jennifer said everyone is welcome as long as the rules are followed. The Library is still meeting with community members to discuss the homeless. The Library is not open beyond the regular business hours. Ryan asked if there is any policy regarding negative comments on social media. Jennifer said ‘do not engage’. Staff can comment if they are on their personnel account and not the Library account. Ryan asked if the Library has any specific veteran programs. Paul stated it was not necessary as there is a Veteran Assistance Commission in all States that get funding at the County level. Ryan was thinking more of library specific programs. Jennifer said the Library of Congress records veterans’ stories and are stored forever.

A. Citizen’s Comments: None

B. Staff Comments: None

C. Friends Report

Friends made around \$1700 at their book sale this past weekend. They are going to try to do more sales a year. They are looking for help with their social media Facebook page.

IX. Unfinished Business

A. Capital Improvement Project: Progress, Budget & Proforma

Jennifer reported the project is at the tail end. The sprinkler system was installed and the chairs were ordered, which came out of the Operating Fund.

B. Appendix C: Children's Associate Early Literacy Specialist

Robert Altman moved and Toni Leprich seconded the motion to approve the job description for Children's Associate Early Literacy Specialist. All voted aye.

C. Decennial Committee on Local Government Efficiencies

Robert Altman moved and Susan Moore seconded the motion to approve the Decennial Committee on Local Government Efficiencies report. All voted aye.

D. TIF District meeting

Discussed earlier in the meeting.

X. New Business

A. Personnel Committee Report and Salary/Benefits Proposal

Susan Moore, who chaired the Personnel Committee reported on the meeting and the recommendations from the committee:

Russell Warye, with HUB International, joined the meeting and provided a Final Renewal Presentation for employee health insurance coverage for June 1, 2024. The current health care insurance provider is BlueCross BlueShield of Illinois. They are offering continued coverage with a 3.10% increase in premiums. UnitedHealthcare provided a quote with a slightly smaller increase, but Jennifer indicated that staff has been very satisfied with the current coverage and was reluctant to make a change. The Board members agreed with her recommendation. Employee

contributions are recommended to remain the same. Dental, Vision, and Life Insurance with Principal will continue to be offered to staff.

Jennifer Drinka continued with the Personnel Presentation. Due to the passage of the “Lifting Up Illinois Working Families Act” in 2019, the minimum wage rose to \$14 as of January 1, 2024 and will rise to \$15 as of January 1, 2025. In order to comply with this law, an increase of 8% is required to meet the minimum wage. An increase of 8% is proposed for most other staff to maintain spacing between pay grades. Jennifer provided an overview of the Reorganization progress. She is recommending that the Deputy Director of Public Services and the Assistant Director of Operations focus on those duties, and recommends that the Assistant Head of Adult Services takes on the role of the Head of Adult Services and that the Assistant Head of Technical Services takes on the role of Head of Technical Services. This will free up these upper level staff to help plan and coordinate the Library’s operations. The Assistant Head positions will be eliminated. Jennifer is also recommending making one of the two part-time Maintenance Custodian positions into a full-time position. During this first year of operating the expanded and renovated library building, staff has identified the need for more training and control of these new systems.

Future Considerations discussed:

Move the IT Department into the Operations realm. Consider moving Inter-Library Loan to Circulation, the Workshop to Adult and one Circulation Assistant and Pages to Operations. The consensus of the Personnel Committee is to recommend to accept the Wage Increases of 8% for most staff, the conversion of one part-time Maintenance position to full-time, and to continue with staff reorganization as outlined, along with renewal of the Employee Health Insurance Plans as presented. Robert Altman moved and Toni Leprich seconded the motion to accept the committee’s recommendations of salary/benefits proposal. All voted aye.

B. Appoint Budget Committee & set meeting date

Paul Hettich, Robert Altman, Susan Moore, and Ryan Haley (Chair) all volunteered to be on the Budget Committee. The meeting will be Wednesday, May 22 at 4:45pm. Robert Altman moved and Susan Moore seconded the Budget Committee meeting to be Wednesday, May 22 at 4:45pm. All voted aye.

XI. Closed Session – Not necessary

XII. Adjournment

Toni moved and Robert seconded the motion to adjourn at 8:25pm. All voted aye.

Susan Moore, Secretary