

**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, September 26, 2023 at 7:05 p.m. in the Kakacek Room at the Library.

Present:

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

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

A&B. Robert Altman moved to approve the minutes of the August 29, 2023 Board meeting and August 29, 2023 Budget & Appropriation Hearing. 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; and Becky Masik, aye.

IV. Treasurer's Report

Becky Masik read Ryan's report in his absence: Treasurer Report shows \$438,046.80 in Library operating account and \$850.33 in small checkbook. Savings the Library shows \$325,043.28 in Maxsafe grant funds and \$2,813,921.70 in Money Market.

All transactions for payroll have been confirmed bi-weekly, the latest being last week on Sept 19. It was then the library showed over \$1 million in our

operating account. On Sept 21, the ledger shows a transfer of \$505K. Jennifer Drinka confirmed once a month she transfers money over.

V. President's Comments

Becky Masik will wait until Board Corner to comment.

VI. Notices and Communications

A. Banned Books Week Thank You to Amy Blue

Becky Masik read a complimentary email from a patron to Amy Blue regarding her newsletter article regarding Banned Books.

B. Newport Township Assessment Appeal

Becky Masik read an email from our attorney regarding a notice of an appeal to the Lake County Board of Review. The sole property at issue does not give rise to intervention as the dollars at issue are under \$1,000.

C. Kampuchean Buddhist Society Religious Tax Exemption Letter

Becky read an email from our attorney regarding a taxpayer who applied for a property tax exemption. Our attorney recommended to not intervene at this time.

D. Wayne Johnson Thank You

Becky read a thank you letter from Wayne Johnson regarding the Circulation staff being very helpful, Sophie Barlow-Esler and Lauren Johnson.

E. The Dog's Ear Staff E-Newsletter

The latest edition was in everyone's Board Packet.

VII. Library Director's Report

A. Overview of Reports

Jennifer Drinka reported all statistics continue to go up. The Board was issued individual nametags to wear at Library events, as requested. We are working on issuing new nametags to staff, as requested. A flag was placed in the vestibule, as requested. We are in the process of getting a quote for the landscaping for the islands in the parking lot. We are also getting quotes for a bollard or two. October 7 is our Garden Party from 10am – noon. Whenever there are bombs to other libraries Jennifer notifies staff and has contacted our police just to stay alert.

B. Personnel Changes

Sara Olsen has been hired as Head of Marketing & Communications. Robert Altman moved to approve Sara Olsen as Head of Marketing & Communications. Paul Hettich seconded. All voted aye.

VIII. Public Comment

A. Board Corner

***Robert Altman* – Robert had some concerns regarding Banned Book Week. He is not a proponent of banning books, however, he referenced a recent television event where Senator Kennedy was reading a book and a large portion of it was beeped out. His concern was if it cannot be**

said on television, should the Library have some additional controls over materials the Library circulates. There was a lengthy discussion regarding Robert's concerns with the entire Board, Library Director, and

Ryan Haley – I would like to thank all the library staff members for their hard work, dedication and resiliency during a stressful time with libraries being targeted with threats.

Toni Leprich – Things are looking good.

Paul Hettich – Asked if the Library had a portable sound system for circulation. Amy Blue responded no but we can get one.

Susan Moore – Great comments regarding staff.

Deborah York – Absent

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.

Susan Moore, Secretary