

**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, December 26, 2023 at 7:00 p.m. in the Kakacek Room at the Library.

Present:

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

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

Toni Leprich moved to approve the Minutes of the November 28, 2023 Board meeting and Executive Session. Paul Hettich seconded. All voted aye.

III. Approval of Bills and Payroll

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

IV. Treasurer's Report

Ryan Haley reported payroll was approved this afternoon. He had reviewed the audit with Jennifer. We need to adopt a fund balance policy for the auditors.

V. President's Comments

Becky mentioned she would like each Board member to write an article in upcoming newsletters. Possibly talk about a book you recommend.

VI. Notices and Communications

- A. The Dog's Ear Staff E-Newsletter is in the Board packet for all to read.**

VII. Library Director's Report

A. Overview of Reports

We have had a lot of staff out sick and a couple of resignations. We had a year-end potluck and many staff activities. The boulders are out front now and landscaping has been done at the parking lot islands. Sara is redoing the newsletter. The audit is complete and the auditors will be here for the January Board meeting. Circ, door count and Digital numbers continue to go up. New zigzag shelving is in. Jennifer has been working on reorganizing staff and has applied to participate in a PLA (Public Library Association) committee. The Decennial committee will be meeting before the January Board meeting at 6PM.

B. Personnel Changes

- i. Hannah Sator, Marketing and Communication Associate hiring**

Susan Moore moved and Paul Hettich seconded the motion to approve the hiring of Hannah Sator to Marketing and Communication Associate. All voted aye.

- ii. Sofie Barlow-Esler, Circulation Assistant resignation**

VIII. Public Comment

***Toni:* Very happy with selection of new books.**

***Debbie:* Nothing**

***Susan:* Nothing**

***Paul:* Nothing new to report. Boulders look good.**

***Robert:* Glad that Paul Darby of CCS is working with the Village.**

Ryan: Nothing

A. Citizen's Comments: None

B. Staff Comments: None

C. Friends Report

Amy reported their spinning racks are in. Friends will be in the Quarterly newsletter. They had a nice holiday lunch. Everyone is pleased with our Friends group.

IX. Unfinished Business

A. Capital Improvement Project: Progress, Budget & Proforma

Jennifer reported work is 99.9% complete. Still some minor issues with hardware. Jennifer asked if she could release the last pay application. Currently we are \$25K under budget. Ryan stated he would feel more comfortable releasing the final pay application if we could get a letter from Henry Bros. stating when they would be done with everything. Paul asked if we could release some of the pay application but not all until the job is complete. Jennifer said we have to release all or none of it. Jennifer will ask for a letter committing to completion.

X. New Business

A. PER 9: Compensatory Time and Overtime Pay

Susan Moore moved to approve and adopt the Compensatory Time and Overtime Pay Policy, which will supersede the Compensatory Time and Overtime Pay Policy in the Personnel Policy Manual, which was previously approved by this Board of Library Trustees. Paul Hettich seconded. All voted aye.

B. PER 35: Victims' Economic Security and Safety Act

Susan Moore moved to approve and adopt the Victims' Economic Security and Safety Act Policy, which will supersede the Victims' Economic Security and Safety Act Policy in the Employee Handbook, which was previously approved by this Board of Library Trustees. Paul Hettich seconded. All voted aye.

C. Appendix C: Executive Library Director, Deputy Director of Public Services, Assistant Director(s) of Operations, Assistant Head of Adult Services
Susan Moore moved to approve and adopt the Executive Library Director and Deputy Director of Public Services, which will supersede the Library Director and Assistant Director job descriptions, and the new Assistant Director(s) of Operations and Assistant Head of Adult Services job descriptions, as amended. Paul Hettich seconded. All voted aye.

G. Appendix K: Loan Periods and Service Fees
Susan Moore moved to approve and adopt the Loan Periods and Service Fees Appendix, which will supersede the Loan Periods and Service Fees Appendix in the Service Policy Manual, which was previously approved by this Board of Library Trustees. Paul Hettich seconded. All voted aye.

H. Appendix R: Introductory Statement/Employment at Will & Employee Acknowledgment
Susan Moore moved to approve and adopt the Introductory Statement/Employment at Will & Employee Acknowledgment Appendix, which will supersede the Introductory Statement/Employment at Will & Employee Acknowledgment Form in the Employee Handbook, which was previously approved by this Board of Library Trustees. Paul Hettich seconded. All voted aye.

I. Closed Session – Not necessary

XII. Adjournment

Susan Moore moved and Paul Hettich seconded the motion to adjourn at 8:15pm. All voted aye.

Susan Moore, Secretary