

**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, January 30, 2024 at 7:01 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, Amy Blue, Suzanne Jones and Jennifer Norris**
- **Citizens: Sari Brindel, Hannah Cullerton**

Requested a motion to change the agenda; Susan Moore moved to change the agenda to move the audit presentation and approval further up the agenda. Paul Hettich seconded. All voted aye.

X. New Business

A. Audit Presentation and Approval

Hannah Cullerton from Lauterbach & Amen, LLP outlined each document within the presentation as well as explaining their purpose. A financial overview of the audit results, broken down by category/fund, was provided and the management letter recommendations were discussed. She stated it was a clean, thorough audit with nothing out of the ordinary found. Jennifer Drinka highlighted the budget vs. actual comparisons, stating we work hard at planning the budget and are good at staying on course. She asked that the Board keep this in mind when she submits purchase requests.

Susan Moore moved to approve the audit and Paul Hettich seconded. All voted aye.

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

Toni Leprich moved to approve the minutes of the December 26, 2023 Board meeting. Paul Hettich seconded. On a roll call vote: Paul Hettich, aye; Susan Moore, aye; Deborah York, aye; Robert Altman, aye; Toni Leprich, aye; Becky Masik, aye; Ryan Haley, aye.

III. Approval of Bills and Payroll

Toni Leprich 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 were no major changes in overall account balances.

V. President's Comments

Becky Masik mentioned the upcoming spring in-service day and asked all Board members to keep the date on their calendars, as she would like to have some of them volunteer to attend. In-service day to be discussed later in the meeting.

VI. Notices and Communications

A. 2024 Legal Calendar

Becky Masik read a letter from our attorney regarding the 2024 legal calendar, and stated a copy of the letter and calendar are in everyone's packet.

B. Donald Fencl Donation

Becky Masik read three letters received from Donald Fencl, two of which also included donations. She stated that Mr. Fencl is a great advocate for the Library in the community.

C. Rachel Stine Reaching Forward Conference Proposal Acceptance

Becky Masik read an email from Reaching Forward to Rachel Stine, which stated her program proposal has been accepted for presentation at

their upcoming conference. Becky commented that congratulations are in order.

D. McHenry Public Library Thank You

Becky Masik read a thank you note to Jennifer Drinka from the McHenry Public Library. They accepted her offer to take a tour of our newly renovated Library and gained some great ideas as a result.

E. Secretary of State Freedom to Read Letter

Becky Masik read a letter from the Secretary of State regarding requirements for submitting all future Secretary of State grant applications. Jennifer Drinka explained that she had to certify that the Library follows the ALA Bill of Rights.

F. Rosemary Helgesen Thank You

Becky read a thank you letter from Rosemary Helgesen, expressing gratitude to the Library for sending a flower arrangement after the loss of her mother.

VII. Library Director's Report

A. Overview of Reports

Jennifer Drinka reported that it has been a busy month, citing the following increases over last year: Circulated items +51%, Downloads +52%, Door Count +98% and Program Attendance +43%. Marketing & Communications held a contest to name the Library newsletter, and all entries were then voted on by staff. The winner was *The Latest Chapter*. The Staff/Board event will be held in the fall, with Sara Olsen as chairperson. Jennifer stated that many organizations are noticing and recognizing how successful we were with our renovation. Last week she met with the Director of Public Works and the Chief of Police, who is also the acting Village Administer. She explained to them that having an owner's representative was a big factor in our success and shared the procedure we used in selecting ours. She was invited to a Village meeting, along with Open Arms Mission, the Lake County Health Department and several other organizations, on the topic of homelessness in Antioch and outreach programs. The Library will also be hosting a meeting on how to address the situation and connect with homeless individuals. This will be

held February 9, with fifteen Lake County libraries to attend. The Lake County Clerk conducted a trial run with the voting machine last week. Jennifer stated she would be out of town the week of February 12. Jennifer passed around stained glass ornaments made with wild flowers by the Saw Mill, which were donated by Emily Ayre, who is making a custom stained glass piece for our logo. Jennifer also thanked Paul Hettich for donating a new POW flag. Paul Hettich mentioned that the Library received the new POW flag from the VFW American Legion.

i. Per Capita Grant Application

Jennifer gave an overview of the Per Capita Grant and explained that all managers assist with completing the application. She added that she had to certify that we've adopted the Library Bill of Rights, which is the first time this has been required. A discussion was held on what this means for small libraries who can't certify that they've done so.

B. Personnel Changes

i. Amy Blue, Deputy Director of Public Services

ii. Jennifer Norris, Assistant Director of Operations

A discussion was held regarding staff reorganization that is currently in progress. The Appendix S: Chart of Organization included in everyone's packet was used as a visual aid. Jennifer Drinka explained what each of these two new positions entailed and added that another new position, Assistant Head of Adult Services, has been posted. Amy Blue has begun meeting with her departments and Jennifer Norris met with the Head of Marketing & Communications. Jennifer Norris also stated that one of her goals is to integrate digital resources opportunities and beef up the presence of a virtual library.

Robert Altman moved to approve Amy Blue's new Deputy Director of Public Services position and Jennifer Norris' new Assistant Director of Operations position. Paul Hettich seconded. All voted aye.

VIII. Public Comment

A. Board Corner

Susan Moore – Susan stated she will be out of town for the February Board Meeting. She remarked on the Library Legislative Meetup she

attended in December with Jennifer Drinka and Becky Masik, stating it was a nice networking event. She went to her first Library Friends meeting in January. They asked her to let the Board know they're putting together raffle baskets and are soliciting donations of items that will be used to fill them.

Ryan Haley – Ryan asked how we determine whether to approve or deny requests to use the Library meeting rooms, and if there is a point where we would say no to a request. A discussion was held and Amy stated that while the First Amendment applies, we have the ability to use our discretion if necessary, as documented in our policies. She further stated that we try to err on the side of the patron and need to remain unbiased if possible. Ryan also asked if we have considered holding events that prop up local business, citing a Lake Villa Library event as an example. Amy mentioned the theme for this year's Summer Reading Program is *Community Matters*, and a potential kick-off event involving local businesses is in discussion.

Toni Leprich – Toni confirmed with Jennifer Drinka that the number of new patrons has increased.

Paul Hettich – None.

Robert Altman – None.

Deborah York – None.

Becky Masik – None.

B. Citizen's Comments

None.

C. Staff Comments

None.

D. Friends Report

Amy reported that the Friends made a \$5,000.00 donation in January, to be used for Summer Reading Programs and one Children's program during Spring Break. Foyer sales are starting up again and they may be holding more frequent book sales. She submitted a wish list for the

upcoming year and filled them in on the staff reorganization currently going on. Sari Brindel asked for ideas on potential storage options, as they do not have enough space for their current inventory of donations. Paul Hettich offered some space at the VFW Hall for this and said to confer with him after the meeting.

X. Unfinished Business

A. Appendix S: Chart of Organization

This was discussed earlier under Personnel Changes.

Susan Moore moved to approve Appendix S: Chart of Organization and Toni Leprich seconded. All voted aye.

B. Decennial Committee Report & Schedule Next Meeting

The next meeting will be held April 30, 2024 at 6:30 p.m.

C. Capital Improvement Project: Progress, Budget & Proforma

Jennifer stated she held off on the final wire transfer for Henry Brothers until they provide a completion date. She has gotten CCS involved to assist in resolving the issue and noted that since then, much work has been done. Other payment options were discussed. The custom book bins are too short and updated shop drawings to be received soon. A facilities plan from Studio GC will be received soon as well. \$26,000 will be left in the budget after this and Jennifer mentioned possibly using it to purchase a sprinkler system for the new landscaping. The Adult and Children's service desks to be switched at some point. Jennifer was successful in ending our contract with Johnson Controls and we are moving forward with Chicago Metropolitan Fire Prevention. The new burglar system has been installed and all staff doors leading into public areas will now be locked. This requires new name badges for everyone, including the Friends.

X. New Business

A. Audit Presentation and Approval

Moved to beginning of meeting

B. Spring In-Service Day Closure May 10, 2024

Jennifer explained that originally, the in-service date was to be May 10, 2024 but the Reaching Forward Conference is being held that day and many staff are already signed up to attend. She considered Friday, May 31, but the Library is already closed for Memorial Day on that Monday being closed twice in one week is not ideal. Other options were discussed, such as having all staff attend the conference as our in-service or having support staff attend and management would hold a separate activity. The Board was supportive of having all staff attend Reaching Forward. The decision was made to approve a closure for an in-service day, with the date to be determined.

Susan Moore moved to approve a spring in-service day closure and Paul Hettich seconded. All voted aye.

C. Resolution to Make Certain Closed Session Meeting Minutes Available for Public Inspection 24-1

Jennifer Drinka reminded all what the resolution is and gave her recommendation to do so.

Robert Altman moved to approve and adopt Resolution 24-1: Closed Session Minutes and Paul Hettich seconded. 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 8:20 p.m. All voted aye.

Susan Moore, Secretary