

**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, July 30, 2024 at 7:00 p.m. in the Kakacek Room at the Library.

Present:

- **Library Board Members: Becky Masik, Toni Leprich, Susan Moore, Robert Altman, Paul Hettich and Deborah York**
- **Absent Board Member: Ryan Haley**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Jennifer Norris and Sam Langford**
- **Citizens: Jim DiDonato, Executive Director Round Lake Area Public Library**

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

Robert Altman moved to approve the Minutes of the June 25, 2024 Board meeting, the May 22, 2024 Minutes of the Executive Session and the May 22, 2024 Minutes of the Special Board meeting. 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: Susan Moore, aye; Paul Hettich, aye; Robert Altman, aye; Toni Leprich, aye; Debbie York, aye; and Becky Masik, aye.

IV. Treasurer's Report

Jennifer Drinka, Ryan Haley, and Kathy Deaner met with the bank last week to review our accounts. Per Jennifer Drinka, there is \$2,567,103.95 in the Money Market account, \$463,880.62 in the Operating account, \$8,898.66 left in the Renovation account and \$1,286.40 in the Small Checkbook account.

V. President's Comments

No comments but thanked everyone for coming.

VI. Notices and Communications

A. *The Dog's (Mouse's) Ear* Staff Newsletter

Becky Masik passed around the Staff Newsletter, which was also in everyone's Board packet.

B. Donald Fencil Donation & Letter

The Library received a \$400 check and \$100 Dunkin Donuts gift card from Donald Fencil.

C. Centennial Business Event in Springfield: Sat, Sept. 21, 2024

Becky Masik announced the Library was invited to a Centennial Business Event in Springfield, Saturday September 21, 2024 for having reached 100 years. All Board members were invited to attend.

D. Jennifer Drinka, ILA Librarian of the Year Award, Congratulatory Messages & Award Luncheon in Peoria: Tues. Oct. 8, 2024

Becky Masik announced Jennifer will be honored at an ILA luncheon in Peoria on Tuesday, October 8, 2024 for her Librarian of the Year Award and invited any Board member to attend. Becky passed around various congratulatory messages Jennifer has received.

E. Matthias Academy Thank You Poster

Becky showed a poster, which was made by the Matthias Academy young adults and presented to staff Suzanne Jones and Teri Burton for the Library's kindness in allowing them to volunteer weekly.

VII. Library Director's Report

A. Overview of Reports

Jennifer Drinka stated she had intentionally increased the travel appropriation this year, based on Ryan Haley's suggestion, for all of the various library events for staff and Board to attend, if interested. There will be a reception at the Library, honoring Jennifer, on Sunday, October 27, 2024 from 2 – 4pm. The statistics are high across the board, Mattie the Mouse is very popular, patron comments are good, the door count is high, and Summer Reading Program ends tomorrow. The parking lot is being paved and striped in a couple of weeks. The disruptive teen boys have been banned from the Library for 30 days.

B. Personnel Changes

- i. Robin Barlow, Adult Services Associate: Interlibrary Loan (15-year service award)**
- ii. Rachel Stine, Children's Services Associate: School Liaison (5-year service award)**
- iii. Alicia Houlihan-McCarthy, Children's Services Assistant Hiring**

Susan Moore moved and Toni Leprich seconded the motion to approve the hiring of Alicia Houlihan-McCarthy. All voted aye.

VIII. Public Comment

A. Board Corner

***Toni:* Congratulations to Jennifer.**

***Debbie:* Congratulations to Jennifer and the entire Library.**

***Susan:* Went to the Village meeting honoring Jennifer's Librarian of the Year Award.**

***Paul:* Congratulations to Jennifer.**

***Robert:* Congratulations to Jennifer.**

***Ryan:* Absent**

B. Citizen’s Comments: Jim DiDonato, Executive Library Director of the Round Lake Area Public Library came to congratulate Jennifer on her award and asked Jennifer to tell everyone how they met. They have known each other for approximately 20 years when Jennifer was still in library school. Jim left the meeting at 7:20pm.

C. Staff Comments: None

D. Friends Report

Susan Moore said the Friends first meeting, since the summer, would be Thursday. Jennifer Norris, Assistant Director of Operations and Sara Olsen, Head of Marketing & Communications will be attending.

IX. Unfinished Business: None

X. New Business

A. Resolution 24-4 to Make Certain Closed Session Meeting Minutes Available for Public Inspection

B. Resolution 24-5 to Destroy Old Closed Session Audio Recordings

Susan Moore moved and Paul Hettich seconded the motion to approve Resolution 24-4 and Resolution 24-5. All voted aye.

**C. Strategic Planning Proposal from Fast Forward Libraries
i. Kick-off Meeting: Mon., Aug. 5, 2024, 5:30pm or Alternate dates: Mon. Aug. 12, Tues. Aug. 13, 5:30pm**

Jennifer said most libraries use this company for their strategic planning and it usually takes six – seven months to complete. The cost is approximately \$28K but we budgeted \$20K to come out of the Per Capita money. Jennifer would like to use the Future Development & Repair line for the difference. There will need to

be a planning team of five – seven people, a mixture of staff and Board, with one or two from the Board. There was a detailed discussion on whether or not it was too soon after the renovation to have this done, what more could people want after the renovation, was this mandatory to have done and the high cost. Jennifer responded we should not be settling in. We need to know where to focus our efforts and this is not mandatory, although it is recommended in the Illinois Library Standards. Surveys would go out to the community. Paul Hettich thinks this is too high of a cost, too soon and asked if we had the funds to spend if the surveys say so? Jennifer said we would budget for it next fiscal year. Robert Altman moved and Paul Hettich seconded the motion to approve the contract from Fast Forward Libraries. On a roll call vote: Susan Moore, aye; Paul Hettich, aye; Robert Altman, aye; Toni Leprich, aye; Debbie York, aye; and Becky Masik, aye. Debbie York and Becky Masik volunteered to be on the planning committee from the Board. Staff committee members would be Jennifer Drinka, Amy Blue, Jennifer Norris, Sara Olsen, Nikki Knack and Rosemary Helgesen.

D. SER20.1: Fund Balance/Net Assets Policy

E. SER28: Capital Assets Policy

Susan Moore moved and Paul Hettich seconded a motion to approve SER20.1: Fund Balance/Net Assets Policy and SER28: Capital Assets Policy. All voted aye.

F. SER10: Electioneering Policy

We are waiting to hear back from our lawyer for some feedback regarding signage for day of polling.

XI. Closed Session – Not necessary

XII. Adjournment

Paul Hettich moved and Robert Altman seconded the motion to adjourn at 8:10pm. All voted aye.

Susan Moore, Secretary