

**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, March 26, 2024 at 7:00 p.m. in the Kakacek Room at the Library.**

**Present:**

- **Library Board Members: Becky Masik, Susan Moore, Robert Altman, and Deborah York**
- **Absent Board Member: Paul Hettich, Toni Leprich, and Ryan Haley**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Jennifer Norris, Devin Wood, and Kim Mirocko**

**Susan Moore moved and Robert Altman seconded a motion to suspend the agenda and move item VII.B.i-iii. Personnel Changes to the beginning of the meeting. All voted aye.**

**Jennifer Drinka introduced Devin Wood, new Assistant Head of Adult Services, and Kim Mirocko, new Assistant Head of Technical Services, to the Board. Robert Altman moved and Susan Moore seconded the motion to approve Kim Mirocko as Assistant Head of Technical Services. All voted aye. Kim and Devin left the meeting at 7:03pm. Jennifer explained the Associate vacancy in the Children's department to the Board. Jennifer said after speaking with the Head of Children's regarding the vacancy, they would like to reorganize the Children's department and add a full time employee rather than a part-time Associate, and consider adding a part-time Assistant as well. She explained the logic regarding this change. The Board agreed.**

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

**Susan Moore moved to approve the Minutes of the February 27, 2024 Board meeting. Robert Altman seconded. All voted aye.**

### **III. Approval of Bills and Payroll**

**Robert Altman moved to approve bills and payroll, Susan Moore seconded. On a roll call vote: Susan Moore, aye; Robert Altman, aye; Debbie York, aye and Becky Masik, aye.**

### **IV. Treasurer's Report**

**Jennifer Drinka explained the tax extension and increase of funds to the Board. The total increase of the 2023 tax extension is \$184,262.63. The breakdown is as follows:**

**Corporate Fund Increase \$157,142.66**

**Building Fund Increase \$4,657.15**

**IMRF Fund Increase \$16,705.18**

**Social Security Increase \$11,444.46**

**Tort Immunity Decrease \$5,686.82**

### **V. President's Comments**

**Becky Masik asked for a volunteer to write a short paragraph regarding "What am I reading" for the next newsletter. Susan Moore volunteered.**

### **VI. Notices and Communications**

**Becky Masik announced the Volunteer Luncheon would be Wednesday, April 24, 2024 in the Eide room at noon.**

**Becky announced there would be a Laconi Trustee Banquet on May 3, 2024, please let Jennifer Drinka know if you would like to attend. Becky stated the Library received a donation from Donal Fencl of a \$100 Dunkin Donuts gift card and a check for \$300 along with a letter in memory of his mother. Sally Rodgers donated \$500 to the Library. Becky stated the Library purchased Memorial Trees in honor of the late Dennis Downes. Becky showed the Board photos of Grass Lake School celebrating Family Reading Night at the Library. Becky read a thank you email from patron Michael Fusz regarding some of our services. He also complimented the Library after the renovation. Becky read an email from patron Jacquelyn Moore expressing her love of reading and a particular author.**

## **VII. Library Director's Report**

### **A. Overview of Reports**

**Jennifer Drinka reported the program numbers were up. In February we had 39 Adult, 14 Teen and 37 Children programs. Jennifer will be at PLA (Public Library Association) Conference. Library staff will be attending Reaching Forward in May for their Spring In-Service day and taking a bus. The Library was contacted by the Department of Education regarding a Digital Accessibility Investigation regarding patrons with disabilities and our website being noncompliant. There will be more to come regarding this after next week after we speak with legal counsel.**

### **B. Personnel Changes**

**This was moved to the beginning of the meeting.**

## **VIII. Public Comment**

***Toni: Absent***

***Debbie: Nothing***

***Susan: Nothing***

***Paul: Absent***

***Robert: Asked what was the 'Area of Refuge' which there are signs on some doorways. Jennifer explained an area of refuge is a location where individuals with mobility challenges can wait for assistance in the event of an emergency. Our locations have a button/alarm which connects to specific areas in the Library and if no one answers, the alarm gets sent to the police department with the location of the area of refuge.***

***Ryan: Absent***

### **A. Citizen's Comments: None**

### **B. Staff Comments: None**

### **C. Friends Report**

**Friends is having a book sale the last week in April.**

## **IX. Unfinished Business**

### **A. Capital Improvement Project: Progress, Budget & Proforma**

- i. Landscaping Sprinkler System: \$14,000**
- ii. (50) additional Meeting Room chairs: \$25,898.24**

**Jennifer reported there was \$15,000 left in the Renovation budget to spend. She would still like to have installed a landscaping sprinkler system, however, that will come out of the Operating budget. Jennifer would like Board approval for the 50 additional meeting room chairs, which were preplanned. She stated PM&L wants the chairs as well and our vendor offered us a 5% discount if chairs for the Library and PM&L were ordered at the same time. Robert Altman questioned the cost of the chairs being extremely high and asked if we could find other chairs less expensive. Jennifer said these chairs would match what we have now and all of the furniture has been expensive. Susan Moore moved to proceed with the purchase of the sprinkler system and the meeting room chairs, Debbie York seconded. On a roll call vote: Susan Moore, aye; Robert Altman, aye; Debbie York, aye and Becky Masik, aye.**

### **B. TIF District Meeting**

**This discussion will be held until next month in order for Paul Hettich to report on.**

## **X. New Business**

### **A. Appoint Personnel Committee & set meeting date**

**Susan Moore and Debbie York volunteered to be on the Committee. Susan will Chair. Jennifer will reach out to Ryan Haley, Paul Hettich and Toni Leprich for a third person on the Committee.**

## **B. Post-Issuance Tax Compliance Report**

**Once a year Jennifer must go through a checklist for our tax-exempt bonds assuring we are compliant and report to the Board.**

## **C. Fall Staff & Board Event**

**The event this year will be held at the Library. Jennifer offered several dates as options provided by the staff Committee members. The Board chose either September 14 or October 12. Jennifer will let the Committee know. Susan, Becky and Debbie volunteered to help.**

**XI. Closed Session – Not necessary**

**XII. Adjournment**

**Robert Altman moved and Debbie York seconded the motion to adjourn at 8:12pm. All voted aye.**

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**Susan Moore, Secretary**