

**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 Paul Hettich Tuesday, May 30, 2023 at 7:03 p.m. in the Kakacek Room at the Library.

Present:

- **Library Board Members: Paul Hettich, Ann Kakacek, Susan Moore, Helen Harold and Chris Riter**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue and Sam Langford**
- **Citizens: Cristina Bomben Allegrini, Robert Altman, Ryan Haley, Jennifer Haley, Toni Leprich and Debbie York**

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

A. Chris Riter moved to approve the minutes of the April 25, 2023 Board meeting, April 17, 2023 Personnel Committee and April 25, 2023 Closed Session minutes. Helen Harold seconded. All voted aye.

A. Swearing in of new trustees

- **Paul Hettich:** I would like to ask **Jennifer Drinka** to lead Robert Altman, Ryan Haley, Toni Leprich and Deborah York in the recitation of the Oath of Office in unison.
- **Robert, Ryan, Toni and Deborah** stood, facing the room, and repeated the Oath of Office in unison, following **Jennifer Drinka's** lead.

B. Adjournment of outgoing Board sine die

- **Paul Hettich:** Inasmuch as there is no further business to come before this Board, could I have a motion to adjourn sine die?
- **Ann Kakacek:** I move to adjourn sine die.
- **Helen Harold:** I second.
- **Paul Hettich:** All those in favor indicate by saying AYE.
- All aye.
- **Paul Hettich:** Those opposed? None.
- **Paul Hettich:** Motion carries.

C. Seating of new Board

- **Helen Harold, Ann Kakacek and Chris Riter** stepped away from their seats.
- **Robert Altman, Ryan Haley, Toni Leprich and Deborah York** took their seats.

D. Call to order/attendance

E. Appointment of President Pro Tem

- **Paul Hettich:** We will proceed with the appointment of a President Pro Tem to serve as temporary president while we seek nominations for Board President. Are there any recommendations for the President Pro Tem? Susan Moore recommends Paul Hettich, all aye.

F. Election of Board Officers

Jennifer Drinka reviewed the duties of the President, Vice-President, Secretary and Treasurer offices.

Board President Election

- **Paul Hettich:** Nominations are now in order for the Office of Board President to serve a 2-year term. Any board member can make a nomination, including self-nominations. A second is not required.
- **Robert Altman: I nominate Paul Hettich to serve as Board President.**
- **Paul Hettich:** Are there any other nominations for Office of President?
- **Susan Moore: I nominate Becky Masik to serve as Board President.**
- **If there is more than one nomination:**
 - **Paul Hettich:** For clarification, those nominated for Board President are Paul Hettich and Becky Masik. Is there any discussion regarding the nominations for the Office of President or would any of the nominees like to make a statement? Both Becky and Paul made a brief statement as to why they would like to be Board President. Motions for the nomination of President will occur in the order in which they were received. Could I have a motion to nominate Paul Hettich to serve as Board President?
 - **Robert Altman:** I move to nominate Paul Hettich to serve as Board President for a 2-year term.
 - **Paul Hettich:** Could I have a roll call vote please for Paul Hettich? Susan Moore, no; Deborah York, no; Becky Masik, no; Robert Altman, yes; Toni Leprich, no; Ryan Haley, yes; and Paul Hettich, yes.
 - **Susan Moore:** I move to nominate Becky Masik to serve as Board President for a 2-year term.
 - **Paul Hettich:** Could I have a roll call vote please for Becky Masik? Susan Moore, yes; Deborah York, yes; Becky Masik, yes; Robert Altman, no; Toni Leprich, yes; Ryan Haley, no; and Paul Hettich, no. Motion carries for Becky Masik as Board President.
 - Becky Masik proceeded with nominations for the Offices of Vice-President, Secretary and Treasurer.

Board Vice-President Election

- **Becky Masik:** Nominations are now in order for the Office of Board Vice-President to serve a 2-year term. Any board member can make a nomination, including self-nominations. A second is not required.
- **Paul Hettich: I nominate myself to serve as Board Vice-President.**
- **Becky Masik:** Are there any other nominations for Office of Vice-President?
- **Becky Masik:** Hearing no other nominations, the nominations for the Office of Vice-President are now closed.
- **If there is only one nomination:**
 - **Becky Masik:** As there is only one nomination, I would like to ask for a motion to approve Paul Hettich as Board Vice-President.
 - **Susan Moore:** I move to nominate Paul Hettich to serve as Board Vice-President for a 2-year term.
 - **Becky Masik:** Is there a second?
 - **Ryan Haley:** I second.
 - **Becky Masik:** Could I have a roll call vote please? Susan Moore, aye; Toni Leprich, aye; Becky Masik, aye; Robert Altman, aye; Deborah York, aye; Ryan Haley, aye; and Paul Hettich, aye. Motion carries.

Board Secretary Election

- **Becky Masik:** Nominations are now in order for the Office of Board Secretary to serve a 2-year term. Any board member can make a nomination, including self-nominations. A second is not required.
- **Susan Moore: I nominate myself to serve as Board Secretary.**
- **Becky Masik:** Are there any other nominations for Office of Secretary?
- **Becky Masik:** Hearing no other nominations, the nominations for the Office of Secretary are now closed.
- **If there is only one nomination:**
 - **Becky Masik:** As there is only one nomination, I would like to ask for a motion to approve Susan Moore as Board Secretary.
 - **Deborah York:** I move to nominate Susan Moore to serve as Board Secretary for a 2-year term.
 - **Becky Masik:** Is there a second?
 - **Toni Leprich:** I second.
 - **Becky Masik:** Could I have a roll call vote please? Susan Moore, aye; Toni Leprich, aye; Becky Masik, aye; Robert Altman, aye; Deborah York, aye; Ryan Haley, aye; and Paul Hettich, aye. Motion carries.

Board Treasurer Election

- **Becky Masik:** Nominations are now in order for the Office of Board Treasurer to serve a 2-year term. Any board member can make a nomination, including self-nominations. A second is not required.
- **Susan Moore: I nominate Ryan Haley to serve as Board Treasurer.**
- **Becky Masik:** Are there any other nominations for Office of Treasurer?
- **Becky Masik:** Hearing no other nominations, the nominations for the Office of Treasurer are now closed.

- **If there is only one nomination:**
 - **Becky Masik:** As there is only one nomination, I would like to ask for a motion to approve Ryan Haley as Board Treasurer.
 - **Robert Altman:** I move to nominate Ryan Haley to serve as Board Treasurer for a 2-year term.
 - **Becky Masik:** Is there a second?
 - **Paul Hettich:** I second.
 - **President:** Could I have a roll call vote please? Susan Moore, aye; Toni Leprich, aye; Becky Masik, aye; Robert Altman, aye; Deborah York, aye; Ryan Haley, aye; and Paul Hettich, aye. Motion carries.

G. **Becky Masik & Jennifer Drinka** thanked outgoing members Helen Harold, Ann Kakacek and Chris Riter for their time on the Board and presented each of them with a fruit basket as a token of appreciation. Ann Kakacek and Helen Harold donated their baskets to the Library staff. Outgoing members left the meeting at 7:28pm.

III. Approval of Bills and Payroll

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

IV. Treasurer's Report

Becky Masik reported there is \$553,303.10 in the operating account, \$1,104,761.98 in the money market account and \$850.33 in the small checkbook. Jennifer Drinka and Becky Masik explained there was a small glitch with our payroll software when we gave staff their bonuses. The amount of the error is under \$1,200. Kathy Deaner will be resolving the issue with our accountants.

V. President's Comments

Becky Masik thanked everyone for being here and welcomed all the new officers and trustees.

VI. Notices and Communications

A. County Clerk Assessed Valuation

Jennifer Drinka explained to the Board the assessed valuation of all property for the Library for the year 2022 is \$852,498,467.

B. “The Next Chapter” Lake County Journal article

C. Grand Opening E-Mails

D. Bonus and Personal Days Thank you E-mails

E. Sari Brindel Volunteer Luncheon Thank You

F. Antioch Friends Thank You to Amy Blue

G. Crime Program Thank You

H. National Library Week letter from Secretary of State

I. Sally Rodgers Donation

J. Donald Fencil Donation & Flower Delivery

K. Open Arms Mission Thank You

L. Master of Divinity Interlibrary Loan Thank You to Robin Barlow

M. Bernardi Securities July 14, 2023 Golf Outing Invitation

Jennifer Drinka read many thank you letters and emails from staff and patrons and an invitation for Trustees for a golf outing. She also showed an article regarding the Library’s renovation.

Requested a motion to change the agenda; Susan Moore moved to change the agenda to IX. A. – Capital Improvement Project, Paul Hettich seconded. All voted aye.

IX. Unfinished Business

A. Renovation & Expansion

i. Cristina reported the interior of the project is complete except for several punch list items. Modifications to the humidifier are complete. The Garden Walk and monumental sign installation will begin the first week of June with anticipated completion by the end of June. Final installation of furniture to be installed by the end of May. The construction fence is scheduled to be removed by the first week of June. The Live and Learn

Grant is complete. Project completion is on schedule for second quarter 2023. The project remains within budget. Approve Interior Investments Change Order #35 in the amount of \$13,932.00 for added storage fees.

ii. Change Order Request #35 to Interior Investments in the amount of \$13,932.00. Susan Moore moved to approve change order request #35 in the amount of \$13,932.00 to Interior Investments and Toni Leprich seconded. Robert Altman, aye; Toni Leprich, aye; Ryan Haley, aye; Paul Hettich, aye; Susan Moore, aye; Deborah York, aye and Becky Masik, aye.

iii. Approval to issue payment for Henry Brothers Payment Application #15 in the sum of \$89,484.72 for work through April 2023. Susan Moore moved to approve payment application #15 to Henry Brothers in the sum of \$89,484.72 and Robert Altman seconded. Robert Altman, aye; Toni Leprich, aye; Ryan Haley, aye; Paul Hettich, aye; Susan Moore, aye; Deborah York, aye and Becky Masik, aye. Cristina Bomben Allegrini left the meeting at 8:00pm.

Susan Moore moved to return to the original agenda, Paul Hettich seconded. All voted aye.

VII. Library Director's Report

A. Overview of Reports

Jennifer stated between May 12 – 13, 1,671 people came through the doors for the Grand Opening and Open House. The Safety and Behavior Committee did evacuation drills for all staff to familiarize everyone with new spaces. Staff had CPR training at the fire station. The Library hosted a DMV event for patrons and we had over 60 people attend. Jennifer needs to give all new trustees an orientation. Program stats are going up, the newsletter is out and the Summer Reading Program starts June 1.

B. Personnel Changes

i. Head of Marketing & Communications Vacancy

VIII. Public Comment

A. Board Corner

Robert Altman - None

Ryan Haley – Excited to be here.

Toni Leprich – Said the schools are excited about the new space and want to do more with the Library.

Paul Hettich thanked everyone for the Grand Opening. It was a good team effort.

Susan Moore said it was a great Grand Opening.

Deborah York – It was a fun Grand Opening.

B. Citizen's Comments

None.

C. Staff Comments

Jennifer Drinka thanked the Board who helped with the Grand Opening.

D. Friends Report

Amy Blue reported the Friends are back in business and accepting donations. Many new members since the renovation.

IX. Unfinished Business

A. Renovation & Expansion

This was reported on earlier in the meeting.

B. Budget Committee Report

The Budget Committee met on May 25. *Jennifer Drinka* appropriated 125% of budget. *Jennifer* explained the budget to the Board and said the budget is not balanced. It is approximately \$30K over, however, we never spend it all.

X. New Business

A. Transfer Funds from General Fund to IMRF Fund \$10,000

Susan Moore moved and Toni Leprich seconded the motion to approve and transfer \$10,000 from the General Fund to the IMRF Fund. On a roll call vote: Robert Altman, aye; Toni Leprich, aye; Ryan Haley, aye; Paul Hettich, aye; Susan Moore, aye; Deborah York, aye; and Becky Masik, aye.

B. 2023-2024 Tentative Budget and Appropriation

Robert Altman moved and Ryan Haley seconded the motion to approve the 2023-2024 Tentative Budget and Appropriation. On a roll call vote: Robert Altman, aye; Toni Leprich, aye; Ryan Haley, aye; Paul Hettich, aye; Susan Moore, aye; Deborah York, aye; and Becky Masik, aye.

C. Ordinance 23-2, Non-Resident Fee

Jennifer explained the non-resident fee is currently \$328 per household. Robert Altman moved and Paul Hettich seconded a motion to approve Ordinance 23-2, Non-Resident Fee. All voted aye.

D. Ordinance 23-3, Meeting Dates

Susan Moore moved and Paul Hettich seconded a motion to approve Ordinance 23-3, Meeting Dates. All voted aye.

E. Appoint Decennial Committee on Local Government Efficiency Act and schedule meeting

Jennifer explained this was a new committee for efficiencies within intergovernment. All Trustees must be on the committee. The committee is to meet three times a year along with the Director and two people from the public. The committee will consist of all Trustees, Jennifer Drinka, Amy Blue and one of the Friend volunteers. The first meeting will be July 25 at 6:30pm.

F. SER 9: Use of Meeting Rooms

Susan Moore moved and Paul Hettich seconded a motion to adopt policy SER 9: Use of Meeting Rooms.

G.SER 26: Security Camera Policy

H.Security Cameras Memorandum of Understanding with Village of Antioch

G and H will be held and discussed next month.

I. SER 29: Gifts and Memorials, Library Giving Brochure & Website

The Board discussed varying view points on adding a time limit to room naming opportunities. This will be discussed next month.

XI. Closed Session if necessary

Closed session was not necessary.

XII. Adjournment

Susan Moore moved and Robert Altman seconded the motion to adjourn at 9:31pm. All voted aye.

Susan Moore, Secretary