

**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, November 28, 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 and Toni Leprich**
- **Absent Board Members: Robert Altman, Ryan Haley (arrived at 7:46pm)**
- **Library Staff Members: Jennifer Drinka, Amy Blue, Sara Zeien and Sam Langford**

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

Robert Altman moved to approve the minutes of the September 26, 2023 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: Robert Altman, aye; Paul Hettich, aye; Susan Moore, aye; Toni Leprich, aye; Ryan Haley, aye; Deborah York, aye; and Becky Masik, aye.

Debbie moved to move Personnel changes to top of agenda, Paul seconded. All voted aye.

Personnel Changes

Sara Zeien was presented with her five-year service certificate and check.

Return to regular agenda.

IV. Treasurer's Report

No Treasurer, skipped.

V. President's Comments

Becky hopes everyone had a good Thanksgiving.

VI. Notices and Communications

A. Donald Fencl Donation was made out specifically to staff and their families.

**B. Irene Voros Comments
Passed around for all to read.**

C. Jennifer Drinka's article in Congressman Brad Schneider's newsletter: "Legacy of Women in Leadership at the Antioch Library" written by Jennifer Drinka.

D. Open Arms Mission Thank You Thanked staff for 50 lb. donation to Open Arms mission.

Edran Family E-mail about what the Library means to her and her family.

VII. Library Director's Report

A. Overview of Reports

Donald Fencl made a donation of \$600 specified for staff and their families as well as \$120 in Dunkin Donuts gift card. Jennifer said the last two years we gave staff gift certificates from Piggly Wiggly. This year Kathy Deaner and Jennifer would like to add Donald Fencl's gifts to the budgeted amount for staff annual gifts and give a pie and ham from Jewel to staff, as well as APLD ornaments.

Irene Voros commented that "she's 86 years old and she appreciates how the Library fills a void in her life." Another

woman commented that the Library was a special place for her, she feels like a human being here.

Program attendance is up 109% since this time last year; Room Usage is up 346% since last year. People can now make their own reservations online. Debbie asked if there was a charge to use the rooms. Jennifer said no, there is not, but users do need to have a Library card here in order to reserve them.

Garden Club donated a hand-made wreath that is hanging up in the garden walk.

Debbie asked about the glass wind sculpture; we said we took it down for the winter.

The Library lit the Garden Walk lights green for Veterans Day. Paul said it was announced at the VFW's Veteran's Day ceremony.

Jennifer demonstrated the new name badges.

Concern about high cost circulating items: A staff member had expressed concern about circulating items that might be worth \$500 or more. We do have a procedure that blocks accounts when items are overdue. Our Head of Circulation calls patrons who have overdue items. Most items comes back, even high value items. Management discussed it and decided that it was the cost of doing business: people often have \$500 worth of books out and this is the same.

Landscaping Quotes: Other companies are not willing to do the work right away. Lindstrom is willing to do it right away, including both the planting and the installation of the boulders. Breezy Hill said they could give a quote but would not do the work until the spring. Lindstrom will guarantee the plants' survival. Paul will come with to select the boulders.

B. Personnel Changes

- i. Sara Zeien, Page (5-year award) see above**
- ii. Kaylee Paxton, Circulation Assistant resignation**

VIII. Public Comment

Toni is glad there are opportunities coming up for Board involvement but she will not be able to attend them. She was referring to the Legislative Breakfast on December 5.

Debbie is interested in starting a Jane Goodall chapter in Antioch. Jennifer explained the process for using rooms versus having a Library sponsored program. Debbie will talk to Nikki about having it as a Library sponsored program.

Susan: nothing

Paul: Thank you to staff about having the green lights on. He asked for clarification about the high value items question. Jennifer explained the context of how this question came about: that Becky spoke at the In-Service and it was one of the staff concerns brought up. We have had the police help us get items back when an item is high value. The vast majority of things come back. Hotspots get turned off when they're not returned. We are currently missing a couple of hotspots and a Roku. Some of our Library of Things items are higher value. Paul said in the military you would be prosecuted for not returning borrowed items; obviously it is different in the public sector. Jennifer said if it got to be a problem we could reevaluate.

A. Citizen's Comments: none

B. Staff Comments:

Sam commented that the devices do come back. VR headsets and GoPros come back and the VR headsets in particular are popular. Jennifer found that doing away with fines has made things get returned faster.

C. Friends Report

They will be having a book sale as well in the Spring. Their holiday luncheon is next week. They are still interested in potentially offering a scholarship, which would have to be coordinated with Library staff and also perhaps the Board.

I. Unfinished Business

A. Capital Improvement Project: Progress, Budget & Proforma

Still retaining a check for Henry Brothers due to key issues and sliding doors. The children's book bins still have not been fixed. The company that manufactured them is arguing with the architect on how to fix it. The lighting issues have been fixed.

II. New Business

A. Levy Ordinance 23-5

Susan Moore moved to approve Levy ordinance 23-5. Toni Leprich seconded.

The increase proposed is 9.78% increase over previous years. Paul clarified that this is the attorney's recommendation. Jennifer said if this amount is not collected by the county, we wouldn't get it.

Paul Hettich: aye, Susan Moore: aye, Debbie York: aye, Toni Leprich: aye, Becky Masik: aye.

B. Certification of Compliance with the Truth in Taxation Act

Certifying that we indeed held a hearing and published it in the newspaper and are complying with the act.

Susan Moore moved that we approve the certification of compliance with the Truth in Taxation act. Paul Hettich seconded. All voted aye.

C. PMPER34: General Leave of Absence

D. PMPER36: Business Use of Automobile

Debbie moved that we approve policies PMPER34 & 36, Paul Hettich seconded.

Jennifer gave a summary: the biggest change in PMPER34 is that the Library Director can approve unpaid leave. Currently it says board must approve. PMPER 36 specifies that we reimburse at the IRS rate and that we require proof insurance for those who drive on work time. All voted aye.

E. Delete Parking Policy from Employee Handbook

Toni Leprich moved to delete the parking policy, Paul Hettich seconded. This was mostly informational; did not really belong in the policy manual. All voted aye.

III. Closed Session

Susan Moore moved we go into closed session to discuss the performance of the Library Director, Paul Hettich seconded. All voted aye. Closed session 7:36pm

A. Library Director's Evaluation

(Ryan came in at 7:46pm)

Came out of closed session at 8:03 p.m.

XII. Adjournment

Susan Moore moved and Paul Hettich seconded the motion to adjourn at 8:03pm. All voted aye.

Susan Moore, Secretary