

**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, September 26, 2023 at 7:05 p.m. in the Kakacek Room at the Library.

Present:

- **Library Board Members: Becky Masik, Susan Moore, Robert Altman, Paul Hettich and Toni Leprich**
- **Absent Board Members: Ryan Haley and Debbie York**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner and Amy Blue**

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

A&B. Robert Altman moved to approve the minutes of the August 29, 2023 Board meeting and August 29, 2023 Budget & Appropriation Hearing. 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; and Becky Masik, aye.

IV. Treasurer's Report

Becky Masik read Ryan's report in his absence: Treasurer Report shows \$438,046.80 in Library operating account and \$850.33 in small checkbook. Savings the Library shows \$325,043.28 in Maxsafe grant funds and \$2,813,921.70 in Money Market.

All transactions for payroll have been confirmed bi-weekly, the latest being last week on Sept 19. It was then the library showed over \$1 million in our operating account. On Sept 21, the ledger shows a transfer of \$505K. Jennifer

Drinka confirmed once a month she transfers money over to earn greater interest in the money market account, while ensuring there are funds in the operating account to pay the coming month's bills and payroll, and allow a \$200,000.00 cushion.

V. President's Comments

Becky Masik will wait until Board Corner to comment.

VI. Notices and Communications

A. Banned Books Week Thank You to Amy Blue

Becky Masik read a complementary email from a patron to Amy Blue regarding her newsletter article regarding Banned Books.

B. Newport Township Assessment Appeal

Becky Masik read an email from our attorney regarding a notice of an appeal to the Lake County Board of Review. The sole property at issue does not give rise to intervention as the dollars at issue are under \$1,000.

C. Kampuchean Buddhist Society Religious Tax Exemption Letter

Becky read an email from our attorney regarding a taxpayer who applied for a property tax exemption. Our attorney recommended to not intervene at this time.

D. Wayne Johnson Thank You

Becky read a thank you letter from Wayne Johnson regarding the Circulation staff being very helpful, Sophie Barlow-Esler and Lauren Johnson.

E. The Dog's Ear Staff E-Newsletter

The latest edition was in everyone's Board Packet.

VII. Library Director's Report

A. Overview of Reports

Jennifer Drinka reported all statistics continue to go up. The Board was issued individual nametags to wear at Library events, as requested. We are working on issuing new nametags to staff, as requested. A flag was placed in the vestibule, as requested. We are in the process of getting a quote for the landscaping for the islands in the parking lot as requested. We are also getting quotes for bollards to prevent vehicles for driving through the Children's windows.. October 7 is our Garden Party from 10am – noon. Whenever there are bombs to other libraries Jennifer notifies staff and has contacted our police just to stay alert.

B. Personnel Changes

Sara Olsen has been hired as Head of Marketing & Communications. Robert Altman moved to approve Sara Olsen as Head of Marketing & Communications. Paul Hettich seconded. All voted aye.

VIII. Public Comment

A. Board Corner

***Robert Altman* – Robert had some concerns regarding Banned Book Week. He is not a proponent of banning books, however, he referenced a recent television event where Senator Kennedy was reading a book and a large portion of it was beeped out. His concern was if it cannot be said on television, should the Library have some additional controls over materials the Library circulates. There was a lengthy discussion regarding Robert's concerns with the entire Board, Library Director, Jennifer Drinka and Assistant Director, Amy Blue. His main concern was with the younger patrons having access to material which may be questionable. The majority of the room voiced what may be considered questionable/inappropriate material for one is not necessarily for all, which is why the Library does not censor material for all. It is up to individual families to decide what their children should check out at the Library. Any patron can read any material in the Library without checking out. It was stated if a patron finds a particular item in an area**

of the Library they believe is not age appropriate, they can submit a *Request for Reconsideration*.

Ryan Haley – Absent, shared comment via email. I would like to thank all the library staff members for their hard work, dedication and resiliency during a stressful time with libraries being targeted with threats.

Toni Leprich – Things are looking good.

Paul Hettich – Asked if the Library had a portable sound system for circulation. Amy Blue responded no but we can get one.

Susan Moore – Great comments regarding staff.

Deborah York – Absent

B. Citizen's Comments

None.

C. Staff Comments

Amy Blue said the Library has been hopping. Kathy Deaner agreed and mentioned how the Library on Sunday was extremely busy. The parking lot was full.

D. Friends Report

Amy reported the Friends made approximately \$1,200 at the book sale.

IX. Unfinished Business

A. Capital Improvement Project

i. Progress, Budget, Project Proforma Update

Jennifer reported on Thursday the bulk of remaining furniture orders are due for installation. We are still waiting on zig zag shelving and quotes on an outdoor sprinkler system and door card reader going to staff offices

X. New Business

A. Set Date of Levy Hearing

Robert Altman moved and Paul Hettich seconded a motion to set the date of the Levy Hearing to be October 31 at 7pm, just prior to the regular October Board meeting. All voted aye.

B. Schedule Library's Director's Annual Evaluation

Jennifer will complete a self-evaluation and send to the Board prior to the next Board meeting. Toni Leprich moved and Paul Hettich seconded a motion to go into closed session at the November Board meeting for Jennifer's annual evaluation. All voted aye.

C. Christmas and New Year's Holiday Time Off

Jennifer explained when paid holidays fall on a Saturday or Sunday, the Board needs to approve full time staff to take another day off as a holiday within the same pay period. Robert Altman moved and Paul Hettich seconded the motion to approve full time staff to take another day off for Christmas and New Year's within the same pay period. All voted aye.

D. Personal Policies 24: Employee Benefits, 32:Insurance & 33:IMRF

Susan Moore moved to approve and adopt the Employee Benefits, Insurance and IMRF Policies, which will supersede the Employee Benefits, COBRA, Insurance and Illinois Municipal Retirement Fund Policies in the Employee Handbook and the Group Dental Insurance, Illinois Municipal Retirement Fund, Federal Social Security, Workmen's Compensation and Unemployment Insurance Policies from the Personnel Policy Manual, which were previously approved by this Board of Library Trustees. Robert Altman seconded the motion. All voted aye.

XI. Closed Session if necessary

Closed session was not necessary.

XII. Adjournment

Susan Moore moved and Robert Altman seconded the motion to adjourn at 8:37pm. All voted aye.

Susan Moore, Secretary