

**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 24, 2024 at 7:04 p.m. in the Kakacek Room at the Library.**

**Present:**

- **Library Board Members: Robert Altman, Ryan Haley, Paul Hettich, Toni Leprich, Becky Masik, Susan Moore and Deborah York**
- **Absent Board Members: None**
- **Library Staff Members: Amy Blue, Jennifer Drinka, Suzanne Jones and Jennifer Norris**

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

**A. August 27, 2024 Board Meeting**

**Toni Leprich stated that she reviewed the Secretary's audit with Becky Masik, but Deborah York's name is listed in error, which will be corrected. This can be found under IX. Unfinished Business, C. Secretary's Audit Committee.**

**Susan Moore moved to approve the minutes of the August 27, 2024 Board meeting. Paul Hettich seconded. All voted aye.**

**B. August 27, 2024 Budget & Appropriation Hearing**

**Susan Moore moved to approve the minutes of the August 27, 2024 Budget and Appropriation hearing. Paul Hettich seconded. All voted aye.**

**C. August 13, 2024 Strategic Planning Team Meeting**

**Susan Moore moved to approve the minutes of the August 13, 2024**

**Strategic Planning Team 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.**

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

**Ryan Haley reported that there is a significant amount, 3.5 million, in the money market account and we are on track to meet or exceed the \$160,000 in interest that was earned last year. There is approximately \$450,000 in the Library's operating account, noting that amount kept in that account normally only \$300,000. Ryan stated everything looks good.**

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

**Beck Masik mentioned the upcoming winter newsletter, noting that the deadline for article submissions is October 10. She asked who'd be willing to write something, suggesting that perhaps it could be someone who has not yet had the opportunity to do so. Toni Leprich stated she would take on the task.**

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

#### **A. 2025 National Medal for Museum and Library Service Nomination**

**Becky Masik discussed the Library's nomination and outlined the corresponding documents within the Board packet.**

**Jennifer Drinka stated that she just received the official nomination letter from Brad Schneider and this was passed around for all to read. She added that she'd forward a copy to all Board members and expressed her gratitude to Library staff for getting the paperwork completed on such short notice. She confirmed that the Library has been sharing the good news already. Becky said this is a great honor for the Library and Susan Moore remarked that the application is a nice recap of accomplishments.**

#### **B. Jacquelyn Moore E-mail re: Teen Center & Staff Response**

**Amy Blue stated that we've previously had good interactions with this patron. She then provided a recap of what occurred and noted that while it is a rule that the Teen Center is designated for a specific age group; the staff member could have communicated this better.**

#### **C. Jim Groff E-mail re: Freegal Discontinuation**

**Amy stated the reason for not renewing Freegal was due to its low usage, with an average of only 34 users per month. ADA compliance was also cited as a potential issue.**

**D. Jennifer Drinka passed around letters she recently received from Donald Fencl, which also included a donation.**

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

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

**Jennifer Drinka stated that the Strategic Planning Committee, of which Deborah York is a member, has hit the ground running. The community survey is available and staff and Board surveys will be emailed soon. She gave an overview of upcoming consultant led activities, which includes focus groups and one-on-one interviews with community members. Suggestions for focus group members are welcome.**

**The Library hosted the Antioch Chamber breakfast on September 18, 2024 and Jennifer gave a presentation. She will be speaking to the Rotary Club on 10/13 and the Antioch Woman's Club on 11/13. Board members are welcome to suggest other groups that may be interested in having her speak.**

**Jennifer and six staff members will be attending the ILA annual conference in Peoria on 10/7-10/10. That is also Customer Service Week, so in their absence several other staff members have stepped up to organize staff appreciation activities for the week.**

**Preparation for the Library’s role as a polling site for the November 5 election continues. The planning requires being attentive to the specific guidelines and focusing on the safety of all involved.**

**Amy Blue reported on a recent incident with a regular patron that required a police response. The patron had been officially notified of a 30-day ban, but returned a few days later. They pointed a toy gun at a Circulation staff member and stated they were going to “shoot up books.” Antioch police officers responded quickly and the staff handled the situation well. The patron has been permanently banned.**

**Jennifer Norris provided an update on the ongoing digital accessibility investigation, outlining the work that has been done since the resolution was signed 18 weeks ago. Jennifer Drinka and Jennifer Norris addressed questions from the Board and stated they’re working towards a resolution.**

## **B. 2023-2024 Annual Report**

**Jennifer Drinka explained that this report serves as a point of information for Board members.**

## **C. Personnel Changes**

### **i. Business Manager Vacancy**

**Jennifer Drinka stated she has been reviewing the tasks and existing job descriptions for the Business Office with Suzanne Jones, including our options moving forward. The position will be posted internally and externally, and she should have drafts of the updated job descriptions at October’s Board meeting. Ryan Haley commented that things have been running smoothly and thanked Suzanne for not missing a beat. Becky Masik suggested this may be a good time to look at what tasks other libraries outsource. Jennifer offered the option of a closed session if a more detailed discussion was desired.**

## **VIII. Public Comment**

## **A. Board Corner**

*Robert Altman* – None.

*Ryan Haley* – Ryan commented on the fact the Library has only had five directors in its 100 years of existence, stating he found it to be mind-blowing. He also mentioned how nice the letters from Donald Fencil are.

*Toni Leprich* – Toni thanked Jennifer Norris for her work on the digital accessibility project, and congratulated her on the progress that's been made so far. She stated this is another reason why we're (Library) awesome.

*Paul Hettich* – Paul recommended the Library be proactive in doing all that is necessary to ensure success and safety on Election Day. He reminded everyone that the Lion's Club eyeglass donation case would be coming soon.

*Susan Moore* – Susan expressed her excitement over the Library's nomination. The letters of recommendation demonstrate how much of an impact we have on the community.

*Deborah York* – None.

## **B. Citizen's Comments**

None.

## **C. Staff Comments**

None.

## **D. Friends Report**

Amy reminded everyone that the book sale is next weekend. She also mentioned the Friends would be seeking funds requests soon. She explained what we types of things we usually ask for and what the process is for doing so.

**X. Unfinished Business**

**A. October 12, 2024: Staff & Board Event (Trustee Speech)**

**Becky reminded the Board to RSVP if they haven't done so already. She asked if anyone attending would like to speak, with Paul Hettich and Susan Moore replying they both would.**

**B. October 18, 2024: Staff In-Service Day (Trustee Participation)**

**Becky asked if any Board members are interested in saying a few words to the staff at the in-service day. Susan Moore will attend the all-staff meeting in the morning and Paul Hettich will say a few words during the afternoon wrap-up session.**

**C. October 27, 2024: Jennifer Drinka, ILA Librarian of the Year Reception**

**This is a drop-in event so Board members can stop by any time between 2-4 p.m.**

**X. New Business**

**A. Determine Amount of This Year's Tax Levy & Set Date of Levy Hearing**

**Jennifer Drinka provided a brief summary of the proposed tax levy increase, and then proceeded to elaborate on the specific details in a more thorough manner. There was much discussion about striking a balance between ensuring sufficient funds for future maintenance and repairs, yet not taxing more than is necessary. All agreed that this is especially significant considering the current economic climate. Jennifer stressed the importance of continuing to be accountable stewards of all tax dollars that the Library receives, which was given careful consideration when developing this proposal.**

**The total property taxes estimated to be extended or abated for 2023 were \$3,831,854.11. The estimated total property taxes to be levied for 2024 are \$4,098,627.00. This represents a 6.96% increase over the previous year.**

**Susan Moore moved, and Deborah York seconded, a motion to approve a proposed property tax levy of \$4,098,617.00 for 2024; representing a 6.96% increase over the previous year.**

**Ryan Haley questioned whether we should ask for more and Jennifer explained why it might not be realistic but that we could ask for more. The topic was discussed before the Board voted on the existing motion.**

**On a roll call vote: Robert Altman, aye; Paul Hettich, aye; Susan Moore, nay; Toni Leprich, nay; Ryan Haley, nay; Deborah York, aye; and Becky Masik, nay.**

**Becky Masik asked if there was number that all could agree on and a 9% increase was put forth. After much discussion, the Board decided to put it to a vote.**

**Susan Moore moved, and Deborah York seconded, a motion to approve a proposed property tax levy of \$4,176,720.98 for 2024; representing a 9% increase over the previous year.**

**On a roll call vote: Robert Altman, nay; Paul Hettich, nay; Susan Moore, aye; Toni Leprich, aye; Ryan Haley, aye; Deborah York, aye; and Becky Masik, aye.**

**The Levy Hearing will be held at the October Board meeting.**

## **B. Event Application for Alcohol at October 12, 2024 Staff & Board Celebration**

**Deborah York moved to approve the event application for alcohol at the October 12, 2024 Staff & Board event, and Susan Moore seconded. Paul Hettich stated that he support the event but not using tax funds for alcohol.**

**On a roll call vote: Robert Altman, aye; Ryan Haley, aye; Paul Hettich, nay; Toni Leprich, aye; Becky Masik, aye; Susan Moore, aye; Deborah York, aye.**

## **C. Schedule Executive Library Director's Annual Evaluation**

**Becky Masik recommended it be done the same as last year. Jennifer Drinka will complete the self-evaluation first, followed by a closed session at the November Board Meeting.**

**XI. Closed Session**

**Robert Altman moved we go into closed session to discuss the employment of a specific employee at 9:12 p.m., and Paul Hettich seconded. All voted aye.**

**Came out of closed session at 9:26 p.m.**

**XII. Adjournment**

**Robert Altman moved and Paul Hettich seconded the motion to adjourn at 9:26 p.m. All voted aye.**

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**Susan Moore, Secretary**