

**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, October 29, 2024 at 7:11 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**
- **Citizens: Kaitlyn Ayala, Jayden Barajas, Evan Bonney, Tinley Carbonell**

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

A. September 24, 2024 Board Meeting

Toni Leprich moved to approve the minutes of the September 24, 2024 Board meeting. Robert Altman seconded. All voted aye.

B. September 24, 2024 Executive Session

Toni Leprich moved to approve the minutes of the September 24, 2024 Executive Session. Robert Altman 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; Ryan Haley, aye; Paul Hettich, aye; Toni Leprich, aye; Becky Masik, aye; Susan Moore, aye; and Deborah York, aye.

IV. Treasurer's Report

Ryan Haley reported that the money market account is solid, with a balance of a little over \$3.5 million. There is approximately \$440,000 in the Library's operating account, noting that his preference would be to maintain \$300,000. Ryan stated everything is healthy overall. Jennifer Drinka explained the reasoning behind maintaining a cushion in the Operating Account and suggested they schedule a time to meet and discuss the topic further.

V. President's Comments

Beck Masik reminded everyone that petitions would be due soon for Board members running for reelection. Those running are Paul Hettich, Becky Masik and Susan Moore. Petitions may be turned in to Jennifer Drinka or Amy Blue on November 12-15 and 18, 2024, between the hours of 9:00 a.m. and 5:00 p.m.

VI. Notices and Communications

A. The Dog's Ear staff newsletter

All agreed that the newsletter is always great.

B. Property Assessment Appeals

Becky Masik pointed out that the response from the Library's lawyer is included with the rest of the appeals documents. Property assessment appeals being a normal occurrence was also mentioned. The lawyer advised that the Library should take no action.

C. Kim Biederman E-mail

An email from Kim Biederman congratulating Jennifer Drinka on her award was read.

D. RAILS Agencies of Impact handout

A copy was passed around to everyone and the hard data showing the importance of libraries was noted.

E. Elizabeth Pahlke Letter

The letter was shared and Amy Blue stated that the decision was made to take no action, though it will be added to the other documentation on file for this patron.

F. Donald Fencil Donations and Letters

Becky Masik commented that it is always great to see the photos included with his letters and everyone agreed that he is very generous. Deborah York inquired about how his donations are used and Jenifer Drinka explained the decision making process in determining where to apply funds donated to the Library. Paul Hettich asked Jennifer what the Library is requesting from the Rotary Club, and offered to get the Library the funds sooner through the Lion's Club. He stated that all he would need is a brief letter from Jennifer outlining the request. All thanked Paul for the generous offer on behalf of the Lion's Club.

VII. Executive Library Director's Report

A. Overview of Reports

Jennifer Drinka reported that October has been a very busy month and reviewed all that occurred. The month began with Customer Service Week, which was a group effort to organize and very much appreciated. Seven members of staff, including Jennifer D., attended the ILA annual conference that same week. The Staff & Board event was great and Paul Hettich and Susan Moore both gave nice speeches. Following that was the fall in-service, with active shooter training in the morning and an afternoon of team building and relaxation. Susan Moore and Paul Hettich also stopped by to speak with staff that day. The audit was last week, which Jennifer D. and Suzanne Jones spent much time preparing for, and it should be wrapped up soon. The Library hosted five focus groups, here and online, and the consultants held ten 1-on-1 interviews with community members. Lastly, the Library held an open house on October 27, to celebrate Jennifer's Librarian of the Year award, and it was very well attended. Jennifer also touched on a few upcoming items of note. The November 5 election is approaching and Amy Blue has been busy getting

everything prepared for our role as a polling site. Jennifer D. will be in South Carolina for the Library Journal Directors' Summit on November 6-8. As mentioned earlier, the dates for returning the Trustee petitions to Jennifer are November 12-18, excluding weekends.

B. Personnel Changes

i. Eleanor Geer, Page resignation

Jennifer Drinka explained that Kim Zupkoff and Amy Blue are currently working to fill the position. She also mentioned the Business Manager position has been posted and interviews will be held in the next few weeks. The start date for the new Business Manager will be December 2, 2024 and Jennifer will have an updated job description finalized for the November 2024 Board meeting. Looking ahead, she stated the December's Board packet would contain updated job descriptions for Public Services, with Operations to follow in January.

VIII. Public Comment

A. Board Corner

Robert Altman – Robert echoed the positive sentiments from everyone regarding the Staff & Board event. He apologized for not being able to attend the October 27 reception and asked everyone to please vote.

Ryan Haley – None.

Toni Leprich – Toni attended her first Fireside Friday and thought it was fun. She'd like to attend more in the future. She also attended the reception for Jennifer and said everyone involved did a great job on the event. She agreed that the Library has a lot going on for sure.

Paul Hettich – Paul expanded on the subject of the Lion's Club from earlier in the meeting. He explained that they're a big community donor, citing \$50,000 in donations last year, and they have their own literacy committee. He said the Lion's Club would like to provide donations for the Library moving forward. Once Jennifer provides the letter

mentioned during the previous discussion, Paul Hettich and Robert Altman will present it to the Lion's Club officers. Paul said the phone surveys conducted in October were performed very well. In regards to the letter from Elizabeth Pahlke, he stated that he is glad she's banned and a further discussion was had on this topic. He appreciated the opportunity to speak to staff during their in-service, and apologized for not being able to attend the reception on October 27. He thought the Staff & Board event was incredible and everything, including the food, activities and décor, were first class.

Susan Moore – Susan stated spending more time with staff is so nice.

Deborah York – Deborah was impressed by the Staff & Board event, attended the reception for Jennifer D. on October 27, and had the opportunity to meet donor Donald Fencil.

B. Citizen's Comments

None.

C. Staff Comments

None.

D. Friends Report

Amy reported on the Friends' Fall Book Sale, stating they made more in the first day than during all three days of Spring Book Sale . They also made a donation to the Library this month to pay for the upcoming coin tower upgrades, as well as the purchase of a large bill changer.

X. Unfinished Business

A. Executive Library Director's Self-Evaluation

Becky stated that Jennifer Drinka has sent out her completed self-evaluation, and it will be discussed in closed session at the November Board Meeting.

B. Strategic Plan January 2025 Staff & Board Retreat Sessions: Set Dates & Approve Closure

Jennifer Drinka explained that the plan for sharing the survey results is to hold two 3-hour retreat sessions, one for staff only and the other for Board members. Dates and times for each session were discussed. The staff session will require the Library to be closed in the morning, which requires the Board's approval, with the options being January 10 or 24. Jennifer stated her preference is January 10, with the Library closed 9-1 and open 1-5.

Susan Moore motioned to approve a Library closure from 9 a.m. to 1 p.m. on Friday, January 10, 2025 for the staff retreat session, with open hours to be 1 p.m. to 5 p.m. Paul Hettich seconded. All voted aye.

The dates offered for the Board's retreat session were January 9, 11, 23 or 25. A discussion was held and all agreed to schedule it for Thursday January 9, 2025, from 5 p.m. to 8 p.m.

X. New Business

A. Levy Ordinance 24-8

Susan Moore motioned to approve Levy Ordinance 24-8. Toni Leprich seconded. On a roll call vote: Robert Altman, nay; Ryan Haley, aye; Paul Hettich, nay; Toni Leprich, aye; Becky Masik, aye; Susan Moore, aye; Deborah York, aye. Motion passed.

B. Certification of Compliance with the Truth in Taxation Act

Jennifer Drinka explained this certifies that the Library complied with the provisions of the Truth in Taxation Act when adopting the 2024 Tax Levy.

Deborah York motioned to approve the certification of compliance with the Truth in Taxation Act. Toni Leprich seconded. On a roll call vote: Robert Altman, aye; Ryan Haley, aye; Paul Hettich, aye; Toni

Leprich, aye; Becky Masik, aye; Susan Moore, aye; Deborah York, aye.

C. SER 11: Rules of Behavior

Amy Blue provided an overview of the changes made to the existing policy, as well as items that were added. She explained they included clarifying some verbiage and spelling out some items in more detail. She added that we might need to review this policy annually to ensure it is kept up to date.

Susan Moore motioned to approve the updated version of service policy SER11: Rules of Behavior. Robert Altman seconded. All voted aye.

XI. Closed Session

Susan Moore moved we go into closed session to discuss a potential litigation at 7:58 p.m., and Paul Hettich seconded. On a roll call vote: Robert Altman, aye; Ryan Haley, aye; Paul Hettich, aye; Toni Leprich, aye; Becky Masik, aye; Susan Moore, aye; Deborah York, aye.

Came out of closed session at 8:25 p.m.

XII. Adjournment

Toni Leprich moved and Robert Altman seconded the motion to adjourn at 8:25 p.m. All voted aye.

Susan Moore, Secretary