

**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, December 17, 2024 at 7:02 p.m. in the Kakacek Room at the Library.

Present:

- **Library Board Members: Robert Altman, Paul Hettich, Toni Leprich, Becky Masik, Susan Moore and Deborah York.**
- **Absent Board Members: Ryan Haley**
- **Library Staff Members: Amy Blue, Jennifer Drinka, Suzanne Jones, Sam Langford and Jennifer Norris**
- **Citizens: Gene LeFave**

Requested a motion to change the agenda; Robert Altman motioned to change the agenda to move Citizen's Comments to the top of the agenda, Paul Hettich seconded. All voted aye.

VIII. B. Gene LeFave stated that he stopped by to thank Amy Blue for her help in solving a problem he encountered with a recorded book. It was noted that Mr. LeFave was the first Board Member after the Library became a District. After sharing a few words on his experience being on the Board of Trustees, Mr. LeFave left the meeting.

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

A. November 26, 2024 Board Meeting

Toni Leprich moved to approve the minutes of the November 26, 2024 Board meeting. Paul Hettich seconded. All voted aye.

B. November 26, 2024 Executive Session

Toni Leprich moved to approve the minutes of the November 26, 2024 Executive Session. Paul Hettich seconded. All voted aye.

III. Approval of Bills and Payroll

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

IV. Treasurer's Report

Jennifer Drinka reported the Renovations Account is now closed. Suzanne Jones has been added as a signer on the Special Account and safe deposit box, and has online access for the banking website. The Levy documents have been submitted to the Lake County Clerk and Jennifer received confirmation that they were received.

V. President's Comments

None.

VI. Notices and Communications

A. Matt Tabar e-mail re: A Light in the Darkness event

At Becky Masik's request, Jennifer Drinka explained that the event was part of a homelessness initiative to provide opportunities for the public to learn about and discuss issues related to poverty and homelessness in Lake County. This event focused on issues in the Antioch area. Devin Wood and Larisa Eastman will be in charge of coordinating future events related to this for the Library.

B. Donations from Rotary Club, Woman's Club & Donald Fencil

Donations from the Antioch Rotary Club, Antioch Woman's Club, Donald Fencil and Paul Hettich were combined to cover the Tonie Box purchases for the Children's Department, illustrating how the Library puts the unity in community.

VII. Executive Library Director's Report

A. Overview of Reports

Jennifer Drinka reported that circulation of physical items were down 3%, but in-house circulations were up 43%. The door count increased 64% over last year when Election Day numbers are factored in. Without Election Day, the door count was still 23% higher than last year. Kim Zupkoff has submitted her resignation after over 20 years with the Library, and her last day is January 3, 2025. The open Children's Assistant and Business Associate positions are about to be filled as well.

B. Personnel Changes

i. Kim Zupkoff, Head of Circulation retirement

VIII. Public Comment

A. Board Corner

***Robert Altman* – None**

***Ryan Haley* – Absent**

***Paul Hettich* – None**

***Toni Leprich* – Toni attended the Light in the Darkness event and said it was a good event and it clarified some misinformation regarding the homelessness issue. Current plans for obtaining housing were shared and she was encourage to attend the next meeting.**

***Susan Moore* – Susan attended the Legislative Breakfast and found it very informative.**

***Deborah York* – Deborah stated Jenifer Drinka will email the Strategic Planning Committee Learning Report and Executive Summary to all Board members and asked that they read these prior to the January 9th Board Retreat.**

B. Citizen's Comments

Moved to beginning of meeting.

C. Staff Comments

Suzanne Jones provided an update on the annual staff appreciation gifts for 2024. She stated that after gaining access to various accounts, it was discovered that rebate programs were not being fully utilized and credit card reward points hadn't been redeemed in a while. The total points accumulated allowed for the purchase of staff gift cards at a slightly higher value than in previous years, but without spending any additional funds. Gift bags will be assembled and given out on Friday, December 20.

D. Friends Report

None.

X. Unfinished Business

A. Utica Insurance Coverage re: Resolution Agreement with the U.S. Department of Education in OCR Docket No. 05-24-4030

Jennifer Drinka reported that the Library is not actively fighting the decision to deny insurance coverage, and added that Jennifer Norris is investigating resources for such expenses and reaching out to raise awareness for these circumstances in the larger library community. Jennifer and Jennifer met with Monica Harris, Executive Director of RAILS, who echoed these concerns citing mandates to make significant cuts in their own budget that may otherwise have been a possible financial resource.

Jennifer Norris explained that submitting a maintenance plan was the final step in the resolution agreement, and while David Kutch hoped to get it in before the team was dissolved, he was unable to do so. This plan is what we'll build off moving forward. She agreed with Jennifer Drinka that we are in a good place and added that we are doing the right thing.

B. Personal Property Replacement Tax allocation from Antioch Township

Jennifer Drinka reported that Township Assessor, Lee Perry emailed her a payment schedule from the State of Illinois website, showing what the Township will receive. She hopes that moving forward she can track what the Library receives, now that she is aware of, and has access to, this information. When performing our annual audit, the auditors use a formula to calculate what we should have received and compare it to what was actually received; and this will continue to serve as an annual safeguard.

X. New Business

A. SER 9: Use of Meeting Rooms Policy

Amy Blue noted some of the changes, which were to define the Foyer as a space, update room occupancies, and add guidelines for the use of the Quiet Room.

Susan Moore moved to approve and adopt the Use of Meeting Rooms Policy, which will supersede the Use of Meeting Rooms Policy in the Service Policy Manual, which was previously approved by this Board of Library Trustees. Paul Hettich seconded. All voted aye.

B. Public Services job descriptions: Appendix C: Deputy Director of Public Services, Head of Adult Services, Head of Children's Services, Head of Teen Services, Adult Services Associate: Workshop & Substitute

C. Remove Public Services job descriptions: Appendix C: Assistant Head of Adult Services, Adult Services Associate: Technology Instructor, Adult Services Associate: Teen Specialist

Amy Blue explained that the updated job descriptions and the removal of job descriptions for unused positions are a part of the current reorganization plan for the Library. Jennifer Drinka added that job descriptions for Operations would be in the January 2025 Board Meeting

packet, followed by Administration job descriptions in February's packet.

Susan Moore moved to approve and adopt the Deputy Director of Public Services, Head of Adult Services, Head of Children's Services, Head of Teen Services and Substitute job descriptions, which will supersede the prior versions of these job descriptions previously approved by this Board of Library Trustees, and to approve and adopt the Adult Services Associate: Workshop job description which will supersede the IT Services Associate: Workshop job description, which was previously approved by this Board of Library Trustees, and to remove the Assistant Head of Adult Services, Adult Services Associate: Technology Instructor and Adult Services Associate: Teen Specialist job descriptions, which were previously approved by this Board of Library Trustees. Paul Hettich seconded. All voted aye.

XI. Closed Session

Toni Leprich moved we go into closed session to discuss probable, imminent, or pending litigation against, on behalf of, or affecting the Library District at 7:50 p.m. Paul Hettich seconded. All voted aye.

Came out of closed session at 8:05 p.m.

XII. Adjournment

Deborah York moved and Paul Hettich seconded the motion to adjourn at 8:05 p.m. All voted aye.

Susan Moore, Secretary