

Board of Trustees  
Antioch Public Library District  
Agenda for Regular Meeting January 28, 2025, 7:00pm in the Kakacek Room

I. Call to order/attendance, roll call & declaration of quorum

*Action* II. Secretary's report/approval of minutes

- A. December 17, 2024 Board Meeting
- B. December 17, 2024 Executive Session
- C. December 17, 2024 Strategic Planning Team meeting

*Action* III. Approval of bills and payroll

Report IV. Treasurer's report

Report V. President's Comments

Report VI. Notices and Communications

- A. Donald Fencil Donation
- B. The Dog's Ear Staff Newsletter
- C. Directors University Committee Invitation

VII. Executive Library Director's Report

- Report
- A. Overview of Reports
    - i. 2023-2024 Annual Report
    - ii. Per Capita Grant Application

- Action*
- B. Personnel Changes
    - i. Nikki Knack, Head of Children's Services (5-year award)
    - ii. Carla Roinas, Business Associate hiring
    - iii. Adriana Sanchez, Children's Assistant hiring

VIII. Public Comment

- Report
- A. Board Corner
- Report
- B. Citizen's Comments
- Report
- C. Staff Comments
- Report
- D. Friends Report

IX. Unfinished Business

X. New Business

- Action*
- A. Audit Presentation and approval
- Action*
- B. Strategic Planning Committee meeting Mon., Feb. 3, 2025, 2pm
- Action*
- C. Spring Staff Retreat closure Fri., April 11, 2025, 8am-1pm
- Action*
- D. Resolution to Make Certain Closed Session Meeting Minutes Available for Public Inspection 25-1
- Action*
- E. SER 19: Internet and Computer Use Policy
- Action*
- F. Operations job descriptions: Appendix C: Assistant Director of Operations, Head of Information Technology, Information & Technology Associate: Studio, Head of Marketing & Communications, Marketing & Communications Associate, Head

of Technical Services, Technical Services Associate: Cataloging and Metadata, Technical Services Associate: Cataloging and Acquisitions, Technical Services Assistant: Acquisitions and Database, Technical Services Assistant: Processing and Repairs

*Action* G. Remove Operations job descriptions: Appendix C:  
Assistant Head of Technical Services

XI. Closed Session if necessary

Discussion A. Executive Library Director's Annual Evaluation

XII. Adjournment