

**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, January 28, 2025 at 7:00 p.m. in the Kakacek Room at the Library.

Present:

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

Requested a motion to change the agenda; Robert Altman motioned to change the agenda to move the auditor report to the top of the meeting, Toni Leprich seconded. All voted aye.

X. A. Jennifer Drinka introduced Hannah Cullerton from Lauterbach & Amen and distributed hardcopies of the audit report to all in attendance. Hannah began by thanking all involved for their work in preparing for the audit, as it allowed Lauterbach & Amen to complete the audit with ease. The Annual Financial Report, which is the independent auditor's report, was reviewed first. The Library was given the highest rank and Hannah extended her congratulations. Hannah explained that the Management Discussion Analysis is an overview of the audit, touching on the highlights. The different sections were reviewed and the significance of each was explained. Any recommendations or updates that need to be addressed are found in the Management Letter, with Hannah explaining that there is nothing from GASB to address in the current year but there are items for future implementation. A discussion was held regarding where the overall 13% increase in funds will be reflected and if they're going to be earmarked for specific projects. Jennifer Drinka explained that these are not added to the upcoming budget. The Library

always under spends and what remains is set aside for future building maintenance projects. The question was raised regarding what other libraries do and if excess funds also sit in their General Fund, with Hannah replying that others do the same and it is common practice.

Hannah Cullerton left the meeting at 7:15 p.m.

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

A. December 17, 2024 Board Meeting

Susan Moore moved to approve the minutes of the December 17, 2024 Board meeting. Paul Hettich seconded. All voted aye.

B. December 17, 2024 Executive Session

Susan Moore moved to approve the minutes of the December 17, 2024 Executive Session. Paul Hettich seconded. All voted aye.

C. December 17, 2024 Strategic Planning Team Meeting

Susan Moore moved to approve the minutes of the December 17, 2024 Strategic Planning Team meeting. Paul Hettich seconded. All voted aye.

III. Approval of Bills and Payroll

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

IV. Treasurer's Report

Ryan Haley reported that all of the financials are healthy and everything is running smoothly. Jennifer Drinka confirmed that all signature cards are now completed.

V. President's Comments

Becky Masik thanked everyone for being here.

VI. Notices and Communications

A. Donald Fencil Donation

Donald Fencil donated \$1,000 to the Library in January, as well as \$160.00 in Dunkin gift cards, and Becky Masik noted that the letter accompanying these donations is included in everyone's packet.

B. The Dog's Ear Staff Newsletter

Becky Masik commented that the Dog's Ear newsletter is always great.

C. Directors University Committee Invitation

At Becky Masik's request, Jennifer Drinka announced that she has been invited to be on the Directors University Planning Committee, adding the invitation was received unexpectedly and she is very excited. She explained what the Directors University is and that about a year ago they were looking for people to help. Jennifer has always wanted to be more involved in the greater library community, so she put herself out there as being willing to help. She will be mentoring new directors as part of a group of 8-10 individuals working with library organizations, such as the Illinois Library Association and RAILS, to name a few. Becky Masik said this is very exciting and she is so proud of Jennifer.

Becky Masik concluded by mentioning an email Jennifer Drinka shared with her from staff member Shayna Mitchell, in which she thanked the Library for sending flowers to her grandmother's funeral service.

VII. Executive Library Director's Report

A. Overview of Reports

i. 2023-2024 Annual Report

Jennifer reviewed the report and pointed out that we are busier now than before the building project.

ii. Per Capita Grant Application

Jennifer explained the process for completing the Per Capita Grant application and stated it has been submitted. She finds it

interesting because it shows where we stand on facilities, human resources, technology, programming, etc.

Jennifer Drinka announced that a trustee article is needed for the spring newsletter and she is trying to have each trustee take a turn writing one. Ryan Haley stated he would write the one for spring and submit it by the February 3 deadline. Robert Altman stated he will write one for the summer newsletter and Deborah York was assigned to write one in the fall. Jennifer Drinka and Amy Blue are in the process of hiring for the Head of Circulation position. The Library is hosting a Homelessness in Libraries event in person and online. There have been a large number of registrations, especially online. With the number of staff involved in organizing this event, Jennifer is confident things will go smoothly.

ILA is putting on a DEI Retreat and staff members Rachel Stine and Larisa Eastman applied to take part. They were both accepted, which is not easy, so this is great news and Jennifer Drinka is proud of them for putting themselves out there. Regarding the Library's DEI Committee, Amy Blue stated that in addition to traditional focuses, we also address the hearing impaired, individuals on the autism spectrum, and other things that people may not think about, adding that the committee is doing great things.

At Jennifer Drinka's request, Jennifer Norris announced that Paula Williams is currently planning next fiscal year's IT budget and if any trustees would like to upgrade their device, which doesn't need to be another tablet, to let her know. All trustees in attendance stated they're fine with their current tablets. Jennifer Drinka added that if they encounter any problems in the future, to let her know.

Jennifer Drinka met with Rotary president Terry Dunleavy and Matt Tabar. The Rotary Club would like us to be an institutional member. As a member, they'd like us to commit to attending 50% of the weekly meetings and twice a month they have groups do presentations at these meetings. The topic was discussed, with Jennifer stating that she isn't entirely sure how she feels about it but likes feeling that we are interacting with multiple local organizations. She made no promises to the Rotary Club but it is something for us to consider. Ryan Haley sees nothing

wrong with being an institutional member but we should consider if this affects the neutrality that the Library tries to maintain. This was discussed as well.

Jennifer Drinka reminded everyone that Statement of Economic Interest emails would be coming soon and noted that she will be on vacation February 26 – March 9.

B. Personnel Changes

i. Nikki Knack, Head of Children’s Services (5-year award)

Nikki is celebrating 5 years at the Library but currently at a conference and therefore unable to be here.

ii. Carla Roinas, Business Associate hiring

iii. Adriana Sanchez, Children’s Assistant hiring

Susan Moore moved to approve the hiring of Carla and Adriana. Paul Hettich seconded. All voted aye.

VIII. Public Comment

A. Board Corner

Robert Altman – None

Ryan Haley – Ryan felt the Strategic Planning session was done well and he appreciated the organization and commitment. He brought up Donald Fencil and asked if it would ever be appropriate to have a thank-you card signed by all staff as opposed to individually, and Jennifer Drinka mentioned what was done last year. Since he seems to be a big supporter of the Library, showing appreciation as a group every so often would be nice. Robert Altman mentioned the idea of doing something for him since he seems to donate so much. Jennifer Drinka isn’t sure he’d be open to any more recognition than what we’ve done so far but mentioned that she corresponds with him regularly. Paul Hettich agreed that it might not be his way, based on his previous interactions with him at the VFW. The Library Board added thank you notes to the donation confirmation card we are sending to Donald Fencil.

Paul Hettich – Paul stated that the January 16 [Tonie Box] event was excellent and really well done, and gave his compliments to all involved. The organization, staff, photography and other attendees made it a great event and significant. He also noted that Nikki Knack seems to have a passion for the new collection items.

Toni Leprich – Toni stated that the Strategic Committee meeting earlier in the month was great. She attended her second homelessness meeting, now called the Antioch Area Outreach meeting, and thinks they're consolidating it to include anybody who needs help; veterans, etc. They need resource information to give to those who need help since some people don't like going to the County. The Library is a designated spot to get some of these resources and it's great. She can't go the February 13 meeting at the Library but will try to make as many as possible. Jennifer Drinka commented that it has really taken off since Devin Wood and Larisa Eastman began working with them and she shared a handout they recently created. The whole community has gotten involved in providing assistance and it's really coming together.

Susan Moore – Susan came in to the Library last week and saw the informational sign at the entrance right away. She really liked it and stated it's a nice addition.

Deborah York – Absent.

B. Citizen's Comments

None

C. Staff Comments

None

D. Friends Report

Amy Blue reported the Friends' will monthly meeting would start up again in February. Officer elections will be coming up soon.

IX. Unfinished Business

X. New Business

A. Audit Presentation and approval

Moved to the beginning of the meeting.

B. Strategic Planning Committee meeting Mon., Feb. 3, 2025,

C. Spring Staff Retreat closure Fri., April 11, 2025, 8am-1pm

Jennifer Drinka stated the Strategic Planning Committee will be meeting on February 3, and explained how staff retreats will now be more often but only half days and that, she would like to try this format.

Susan Moore moved to approve the closure of the Library on Friday, April 11, 2025, 8am-1pm, for the spring staff retreat. Robert Altman seconded. All vote aye.

D. Resolution to Make Certain Closed Session Meeting Minutes Available for Public Inspection 25-1

Jennifer Drinka explained the process for this, adding the Closed Session Meeting Minutes in September 2024, October 2024 and November 2024 need to remain closed.

Robert Altman motioned to approve Resolution to Make Certain Closed Session Meeting Minutes Available for Public Inspection 25-1. Toni Leprich seconded. All voted aye.

E. SER 19: Internet and Computer Use Policy

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

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

Paul Hettich moved to approve and adopt the Internet and Computer Policy in the Service Policy Manual, which was previously approved by the Board of Library Trustees, and to approve and adopt the 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 job descriptions, which were previously approved by this Board of Library Trustees, and to remove the Assistant Head of Technical Services job description, which was previously approved by this Board of Library Trustees. Robert Altman seconded. All voted aye.

XI. Closed Session

A. Executive Library Director's Annual Evaluation

Toni Leprich moved we go into closed session to discuss the performance of a specific employee at 8:15 p.m. Paul Hettich seconded. All voted aye.

Came out of closed session at 8:38 p.m.

XII. Adjournment

Susan Moore moved and Paul Hettich seconded the motion to adjourn at 8:38 p.m. All voted aye.

Susan Moore, Secretary