

**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, February 25, 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: Jennifer Drinka, Rosemary Helgesen, Suzanne Jones, Nikki Knack, Sam Langford, Jennifer Norris, Sara Olsen and Carla Roinas**
- **Citizens: Cindy Fesemyer**

**Requested a motion to change the agenda; Susan Moore motioned to move IX. Unfinished Business, A. Strategic Planning Report to the start of the meeting, Paul Hettich seconded. All voted aye.**

**IX. A. Jennifer Drinka introduced the staff members of the Strategic Planning Committee in attendance and thanked them for being here. Jennifer D. also introduced Cindy Fesemyer, attending virtually, and explained that Cindy will present the Library's Strategic Plan, "Connect. Enrich. Belong. 2025 & Beyond." Cindy began by reviewing the planning process timeline, noting that we're now transitioning to the implementation phase. An overview of the plan's structure was provided and each of the three strategic directions were explained: Connect and Engage, Focus on Core Services and Encourage a Collaborative Culture. The vision statement mirrors the three strategic directions and Cindy noted that the goal of the third direction is more internally focused. The wording of the mission statement was discussed at length and it was mutually agreed upon to revise some of the wording. The presentation ended with Cindy reviewing the next steps for implementing the Library's Strategic Plan.**

**Cindy Fesemyer, Rosemary Helgesen, Nikki Knack, Sam Langford and Sara Olsen left the meeting at 7:45 p.m.**

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

### **A. January 28, 2025 Board Meeting**

**Susan Moore moved to approve the minutes of the January 28, 2025 Board meeting. Paul Hettich seconded. All voted aye.**

### **B. January 28, 2025 Executive Session**

**Susan Moore moved to approve the minutes of the January 28, 2025 Executive Session. Paul Hettich seconded. All voted aye.**

### **C. January 9, 2025 Strategic Planning Board Retreat**

**Susan Moore moved to approve the minutes of the January 9, 2025 Strategic Planning Board Retreat. Paul Hettich seconded. All voted aye.**

## **III. Approval of Bills and Payroll**

**Paul Hettich moved to approve the bills and payroll. Susan Moore 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 good and healthy. Ryan noted a slight issue with approving payroll while traveling for work, but added that it all worked out in the end.**

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

**Becky Masik stated that she recently received her Statement of Economic Interest notification. Jennifer Drinka asked that all Board members keep an eye out for their notifications, as the deadline to complete these is May 1, 2025.**

## **VI. Notices and Communications**

### **A. 2025 Legal Calendar**

**Becky Masik stated the calendar lists all of the important dates for the year and a copy of this is included in everyone's packet.**

### **B. Homelessness in Libraries training e-mail**

**Becky Masik read an e-mail from Matt Tabar, thanking the Library and staff for their work and support during the most recent training event.**

**Becky also read a thank you e-mail from an interlibrary loan patron in Ft. Wayne, Indiana, not included in the Board Meeting packet.**

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

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

**Jennifer Drinka reported that the Library has been very busy recently. The AARP tax appointments are almost full and the Mobile DMV Services Event filled up in an hour. The meeting rooms have also been very busy, with large outside groups using them now. The Antioch Library Friends are hosting Candidates Night on March 12 at 7:00 pm. Becky Masik, Susan Moore and Paul Hettich will have an opportunity to speak to those in attendance. Jennifer Drinka will be on vacation February 26 – March 7 and returning to the Library on March 10. Jennifer Drinka asked Jennifer Norris to report on her discussion with Paula Williams, Head of IT Services, regarding new iPads for all Board Members. According to Paula, all existing iPads must be replaced in order to avoid any security risks. Each Board member may choose to receive a new device (tablet, laptop, combination unit) or use their own device. Paula will also coordinate with Board members to return their old devices.**

## **B. Personnel Changes**

### **i. Janice Stern, Circulation Services Assistant (10-year award)**

**Janice is celebrating 5 years at the Library.**

### **ii. Kris Siepl, Head of Circulation Services hiring**

**Jennifer Drinka and Jennifer Norris discussed his former role at the Library and expressed their admiration for his performance.**

**Susan Moore moved to approve the hiring of Kris Siepl, Paul Hettich seconded. All voted aye.**

## **VIII. Public Comment**

### **A. Board Corner**

***Robert Altman* – None**

***Ryan Haley* – Ryan echoed Jennifer Drinka’s comments on how busy the Library has been recently. He asked if Donald Fencl received the thank you card signed by the Board and Jennifer D. replied that he did. She also gave a recap of a recent conversation she had with Mr. Fencl, reporting that all is well.**

***Paul Hettich* – Paul reported that the Lion’s Club eyeglass donation case should be ready anytime now. Through the efforts of the Antioch Chamber, Antioch has been selected as a host site for *The Wall That Heals* this summer. It is a replica of the Vietnam Veterans Memorial and will be at the Tim Osmond Sports Complex. This is not just for veterans, but a community event. He shared information on sponsorship opportunities, and Jennifer D. added that the Library had just completed the sponsorship application and is planning to do related programming to complement the exhibit.**

***Toni Leprich* – Toni mentioned a request from people at large to meet all local candidates and there not being anywhere to do so. She asked for**

thoughts on this, adding that it is important people get to talk to them. Jennifer Drinka commented someone tried reserving a meeting room recently for this purpose but backed out. She added that as a neutral space, this is what we're here for and it's great that they think of us for these types of events.

*Susan Moore – None*

*Deborah York – Absent.*

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

None

#### **C. Staff Comments**

None

#### **D. Friends Report**

Jennifer Drinka reported on Amy Blue's behalf that the Friends will be holding office elections in the spring and their book sale is scheduled for May. They are making an average of \$500.00 per month from their bookstore.

### **IX. Unfinished Business**

#### **A. Strategic Planning Report**

Moved to beginning of the meeting.

### **X. New Business**

#### **A. Resolution for the Selection of Library Materials and the Use of Library Materials and Facilities 25-2**

Jennifer Drinka explained that by law, we must do this at least every two years but we do it annually.

**Susan Moore motioned to approve Resolution for the Selection of Library Materials and the Use of Library Materials and Facilities 25-2, Paul Hettich seconded. All voted aye.**

**B. Administration Job Descriptions: Appendix C: Executive Library Director, Business Manager, Business Associate, Maintenance Manager**

**Becky Masik stated this is the last round of job descriptions to be updated. Jennifer Drinka added that there will be more changes to come, but the goal was to start with a level playing field.**

**Ryan Haley moved to approve and adopt the Executive Library Director, Business Manager, Business Associate and Maintenance Manager job descriptions, which were previously approved by this Board of Library Trustees. Paul Hettich seconded. All voted aye.**

**XI. Closed Session if necessary**

**XII. Adjournment**

**Toni Leprich moved and Paul Hettich seconded the motion to adjourn at 8:20 p.m. All voted aye.**

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**Susan Moore, Secretary**