



Antioch Public Library District
ANTIOCH PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES

I. The regular meeting of the Board of Library Trustees of the Antioch Public Library District was called to order by President Ann Kakacek Tuesday, September 27, 2016 at 7:00 p.m. in the Board Room at the library.

Present:

- **Library Board Members: Bruce Padbury, Andrew Napier (arrived 7:18 p.m.), Gene LeFave, Thomas Hausman, Mary Kay McNeill, and Ann Kakacek**
- **Absent Board Members: Cinde DeBoer**
- **Citizens: Jennifer Drinka**
- **Library Staff Members: Kathy LaBuda, Kathy Deaner, Amy Blue, Becky Jacobson, Matt Goloski, and James Zupan**

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

Thomas Hausman moved and Mary Kay McNeill seconded the motion to approve the August 2016 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye.

Bruce Padbury moved and Thomas Hausman seconded the motion to approve the August 30, 2016 Budget & Appropriation Hearing Minutes of the Antioch Public Library District. All voted aye.

Thomas Hausman moved and Mary Kay McNeill seconded the motion to approve the August 30, 2016 Executive Session Minutes of the Antioch Public Library District. All voted aye.

Ann Kakacek commented that the September 14, 2016 Executive Minutes need to be corrected and approved at the next regular Board meeting.



III. Approval of Bills and Payroll

Bruce Padbury moved and Mary Kay McNeill seconded the motion to approve the bills and payroll for the month of September 2016. Kathy LaBuda commented that the outside handicap door needed repair again. The outside and inside handicap doors are now coordinated when opening. On a roll call vote: Andrew Napier, aye; Gene LeFave, aye; Thomas Hausman, aye; Mary Kay McNeill, aye; Bruce Padbury, aye; and Ann Kakacek, aye.

IV. Treasure's Report

There was no Treasurer's Report.

V. President's Comments

Ann Kakacek is happy that the patron comments are consistently good. Ann Kakacek thanked the Board for their work the last couple of weeks during the search for a new director.

VI. Notices and Communications

A. Letter from Martha Rendak

Ann Kakacek read a letter from Martha Rendak expressing her appreciation of the library and staff. Amy Blue mentioned that Martha was also one of her home delivery volunteers.

VII. Librarian's Report

A. Overview of Reports

Kathy LaBuda reviewed the August 2016 statistics and highlighted that 13,791 patrons came through the doors, which was down from last year. Checkouts were also down. E-book circulation continues to rise. Amy Blue stated that Hoopla started this month. Amy Blue explained that Hoopla was the streaming of music, audiobooks, video, e-books, and comics. Based on a patron's comment about just noticing that the library has an elevator, Mary Kay McNeill suggested that we get a sign by the front door stating "Elevator Available".

B. Personnel Changes

Sarah Dabrowski has been hired as a part time Page. Kathy LaBuda stated that we still have two Page positions to fill.

Mary Kay McNeill moved and Thomas Hausman seconded the motion to approve the new Page. All voted aye.

Kathy LaBuda stated that employee Gerianne Smouse is requesting intermittent leave under the family and medical leave act to care for her mother. Amy Blue said that Gerianne would check in with Amy weekly with her schedule.

Bruce Padbury moved and Mary Kay McNeill seconded the motion to approve Gerianne's intermittent leave. All voted aye.

C. RAIL's Update

There was no RAIL's update.

D. Audit 2016

Kathy LaBuda reported that the audit went well this year.

E. 2017 Election Petitions

Kathy LaBuda provided 2017 election petitions to two trustees whose term will be up in May 2017: Bruce Padbury and Andrew Napier.

VIII. New Business

A. Board Corner

- **Thomas Hausman said that the Board needed to set dates for the open house for Kathy LaBuda's retirement reception and for a meet and greet to welcome Jennifer Drinka as incoming Library Director. Thomas Hausman moved and Mary Kay McNeill seconded the motion to have Jennifer's meet and greet on October 23, 2016 from 1 – 5p.m. and Kathy LaBuda's farewell open house November 5 & 6, 2016 from 1 – 5p.m. The Board discussed having cake and cookies**

for the meet and greet. Mary Kay McNeill will research and seek proposals on a sculpture for outside the library in honor of Kathy LaBuda. The Board approved a gold leaf purchase for the Wall of Honor for Kathy LaBuda. Amy Blue was asked to see if the Navy Band could be reserved for one of the days of the open house. Becky Jacobson was asked to order refreshments for the open house. Thomas Hausman moved and Mary Kay McNeill seconded the motion to spend \$1,000 for the refreshments. If the dollar amount does go over, the Board will need to be contacted. On a roll call vote: Mary Kay McNeill, aye; Bruce Padbury, aye; Andrew Napier, aye; Gene LeFave, aye; Thomas Hausman, aye; and Ann Kakacek, aye. Becky Jacobson and Matt Goloski will post the dates of the gatherings on the library's website. Mary Kay McNeill asked if she could attend the next Friends meeting to seek their assistance for the gatherings. Amy Blue said that she would get her on the agenda.

B. Staff Comments

There were no staff comments.

C. Citizens' Comments

There were no citizens' comments.

D. Friends' Report

Amy Blue said that the library had received \$10,000 from the Friends last month. Their book sale is October 7, 8, and 9, 2016. Amy Blue mentioned that Friends is having a fundraiser at Wings Etc. Tuesday, October 18 – Thursday, October 20. Wings Etc. will donate 20% of customers' entire eat in purchase to the Antioch Library Friends Volunteer Group as long as they mention the Antioch Library Friends during those days.

E. Director Contract

The Board reviewed the sample Director's contract that Kathy LaBuda received from the lawyer. The Board questioned some of the verbiage in the contract and asked Kathy LaBuda to get clarification from the lawyer.

F. Set Date of Levy Hearing

The date of the Levy Hearing was set to be at the beginning of the next regular Board meeting at 7 p.m., on Tuesday, October 25, 2016.

IX. Unfinished Business

A. Review Service Policies 19, 21, 22, 23

Andrew Napier moved and Mary Kay McNeill seconded the motion to approve Service policy 19. All voted aye.

Thomas Hausman moved and Andrew Napier seconded the motion to approve Service policy 21. All voted aye.

Bruce Padbury moved and Gene LeFave seconded the motion to approve Service policy 22. All voted aye.

Thomas Hausman moved and Mary Kay McNeill seconded the motion to approve Service policy 23. All voted aye.

X. Closed Session

Bruce Padbury moved and Mary Kay McNeill seconded the motion to go into closed session to discuss personnel at 8:04p.m. All voted aye.

The Board returned to open session at 8:28 p.m.

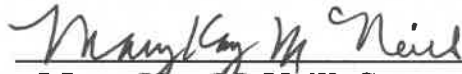
Mary Kay McNeill moved and Thomas Hausman seconded the motion to pay Jennifer Drinka \$85,000 salary plus full family health insurance, dental and eye care. On a roll call vote: Bruce Padbury, aye; Andrew Napier, aye; Gene LeFave, aye; Thomas Hausman, aye; Mary Kay McNeill, aye; and Ann Kakacek, aye.

Mary Kay McNeill moved and Thomas Hausman seconded the motion to increase Amy Blue's salary to \$75,000, to compensate her for additional job responsibilities, plus full family health insurance, dental and eye care effective November 1, 2016. On a roll call vote: Bruce Padbury, aye; Andrew Napier, aye; Gene LeFave, aye; Thomas Hausman, aye; Mary Kay McNeill, aye; and Ann Kakacek, aye.

Thomas Hausman moved and Mary Kay McNeill seconded the motion to keep Kathy LaBuda's present salary until January 1, 2017 as she will be providing transition training for the new director. On a roll call vote: Mary Kay McNeill, aye; Bruce Padbury, aye; Andrew Napier, aye; Gene LeFave, aye; Thomas Hausman, aye; and Ann Kakacek, aye.

XI. Adjournment

Bruce Padbury moved and Andrew Napier seconded the motion to adjourn at 8:40 p.m. All voted aye.



Mary Kay McNeill, Secretary