



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, October 25, 2016 at 7:10 p.m. in the Board Room at the library.

Present:

- **Library Board Members: Bruce Padbury, Andrew Napier, Cinde DeBoer, Gene LeFave, Thomas Hausman, Mary Kay McNeill, and Ann Kakacek**
- **Library Staff Members: Jennifer Drinka, Kathy LaBuda, Kathy Deaner, Amy Blue, Becky Jacobson, Matt Goloski, and Will Yonushatis**
- **Citizens: Catherine Hill, Dennis Walsh**

Dennis Walsh spoke briefly and introduced himself as the library's new attorney from Klein, Thorpe and Jenkins, Ltd.

Mary Kay McNeill moved and Andrew Napier seconded the motion to amend the agenda to present Will Yonushatis, Custodian, with a 10-year service award. All voted aye.

Ann Kakacek, on behalf of the Board, congratulated Will Yonushatis for 10 years of service and presented him with a 10-year service certificate and a gift of one hundred dollars for 10 years of outstanding service. All present extended their congratulations.

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

Thomas Hausman moved and Gene LeFave seconded a motion to approve the September 2016 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye except for Cinde DeBoer who abstained.

Mary Kay McNeill moved and Andrew Napier seconded a motion to approve the September 2, 2016 Director Search Committee Minutes of the Antioch Public Library District. All voted aye.



Gene LeFave moved and Mary Kay McNeill seconded a motion to approve the September 14, 2016 Special Meeting Minutes of the Antioch Public Library District. All voted aye.

Thomas Hausman moved and Mary Kay McNeill seconded a motion to approve the September 14, 2016 Executive Session Minutes of the Antioch Public Library District. All voted aye.

Bruce Padbury moved and Andrew Napier seconded a motion to approve the September 27, 2016 Executive Session Minutes of the Antioch Public Library District. All voted aye except for Cinde DeBoer who abstained.

III. Approval of Bills and Payroll

Gene LeFave moved and Thomas Hausman seconded a motion to approve the bills and payroll for the month of October 2016. Cinde DeBoer asked why the Friends money was in the Donation account versus being in the Grant account as it has been in the past. Kathy Deaner explained that the library's accountant, Michael Wall, told us that it was not actually a grant but a donation so it should be in the donation account. The Board agreed that made sense. On a roll call vote: Thomas Hausman, aye; Mary Kay McNeill, aye; Bruce Padbury, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; and Ann Kakacek, aye.

IV. Treasurer's Report

There was no Treasurer's Report.

V. President's Comments

Ann Kakacek stated that the Meet and Greet for our new library director, Jennifer Drinka, was very nice this weekend and the turnout was good. Ann likes the comments from the patrons. Ann inquired about the patron comment stating that there is a bright light from one window by a study desk and asked if possibly, the film needs to be redone.

VI. Notices and Communications

A. Dennis Downes Resume

Mary Kay McNeill and Kathy LaBuda both spoke to local artist Dennis Downes regarding the possibility of creating a sculpture for the library in honor of Kathy LaBuda. Attempts were made to get Mr. Downes to give an estimated price for completing a sculpture. None was given. Thomas Hausman asked if the Friends group would help with a fundraiser for the sculpture. Mary Kay McNeill stated that she was not able to get on the Friends agenda last month but would try again for their next meeting. Kathy LaBuda mentioned the possibility of selling bricks for the veranda to raise money. Bruce Padbury stated that this topic still required more discussion and a committee should be formed. Thomas Hausman, Bruce Padbury, and Mary Kay McNeill volunteered to be on the committee regarding how to raise money if a sculpture is decided to be purchased. The committee will meet after Mary Kay McNeill meets with the Friends group.

VII. Librarian's Report

A. Overview of Reports

Jennifer Drinka reviewed the September 2016 statistics and highlighted that Zinio, the distribution service for digital magazines, is 78% more than the circulation of printed magazines. Jennifer stated that the attendance numbers for offsite programming were going up. Jennifer said that many patrons commented that they enjoy the tabletop puzzles in the lower Reference area. Jennifer mentioned that the big tablet that was being fixed from the Children's area was repaired and back on the floor.

B. Personnel

1. 10 Year Anniversary

This was moved to the beginning of the meeting.

2. Page Hiring

Donald Cameron has been hired as a new page.

Bruce Padbury moved and Gene LeFave seconded a motion to approve the new page. All voted aye.

VIII. New Business

A. Board Corner

- **Bruce Padbury inquired about the number of employees on our employee list and how our sick leave and bereavement policies may change at the beginning of the year due to new laws coming into effect. The question was asked of our attorney, Dennis Walsh. Dennis asked to have our policies sent to him for review. Kathy Deaner will forward the policies to him.**
- **Thomas Hausman stated that the Rotary Club would like the new director, Jennifer Drinka, to come to one of their meetings to speak and introduce her once she is settled. Jennifer responded that she would like to.**

B. Staff Comments

Becky Jacobson stated that the holiday party was going to take place on December 3, 2016 at Johnny's Chop House in Antioch and invited the Board to attend. She said invitations would be going out shortly and that the meal would be a five choice plated dinner not the usual buffet style.

C. Citizens' Comments

Catherine Hill spoke and listed several concerns including who would be taking over for Kathy LaBuda, would Kathy LaBuda be on the Board, money spent on a sculpture for Kathy, page job postings, and why she was not allowed to run for Board Trustee years earlier. The Board tried to address her concerns.

D. Friends' Report

Amy Blue reported that the Friends annual book sale brought in \$400 less than previous years. However, the Friends did hold mini book sales that raised approximately \$400 so it evened out.

E. Levy Ordinance 16-6

Gene LeFave moved and Thomas Hausman seconded a motion to approve Ordinance 16-6, an Ordinance providing for the Levying and assessment of taxes by the Antioch Public Library District, Lake County, Illinois, for the fiscal year beginning July 1, 2016 and ending June 30, 2017. On a roll call vote: Thomas Hausman, aye; Mary Kay McNeill, aye; Bruce Padbury, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; and Ann Kakacek, aye.

F. Abatement Ordinance 16-7

Gene LeFave moved and Andrew Napier seconded a motion to approve Ordinance 16-7, an Ordinance abating the 2016 Antioch Public Library District tax levy regarding the payment of principal and interest due on general obligation library building refunding bonds, series 2010. On a roll call vote: Thomas Hausman, aye; Mary Kay McNeill, aye; Bruce Padbury, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; and Ann Kakacek, aye.

G. Resolution to destroy old closed session audio recordings

Thomas Hausman moved and Mary Kay McNeill seconded a motion to approve a resolution to destroy old closed session audio recordings older than 18 months. See attached Resolution for specific dates. On a roll call vote: Mary Kay McNeill, aye; Bruce Padbury, aye; Andrew Napier, aye; Cinde DeBoer, aye; Thomas Hausman, aye; and Ann Kakacek, aye.

H. Resolution to Appoint new IMRF Agent

Kathy LaBuda explained that our lawyer wrote the resolution to appoint a new IMRF agent for the library since the IMRF website did not have a preprinted form. Bruce Padbury moved and Gene LeFave seconded a motion to have Jennifer Drinka Antioch Public Library District's new IMRF agent. On a roll call vote: Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; Thomas Hausman, aye; Mary Kay McNeill, aye; Bruce Padbury, aye; and Ann Kakacek, aye.

IX. Unfinished Business

A. Director's Contract

Ann Kakacek recommended to the Board that they start out with our lawyer's initial sample contract and customize it to suit our needs. Mary Kay suggested that the Board form a committee to pull together the entire contract. The committee will meet on Wednesday, November 2, 2016 and will consist of Ann Kakacek, Mary Kay McNeill, Cinde DeBoer, Andrew Napier, Jennifer Drinka and Kathy LaBuda.

B. Director Evaluation Tool

Ann Kakacek asked Jennifer Drinka to review the evaluation form, make possible changes and have feedback ready for the November 2, 2016 meeting. Jennifer said that she would.

X. Adjournment

Gene LeFave moved and Andrew Napier seconded the motion to adjourn at 8:09 p.m. All voted aye.



Mary Kay McNeill, Secretary