



## **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, November 29, 2016 at 7:00 p.m. in the Board Room at the library.**

**Present:**

- **Library Board Members: Bruce Padbury, Andrew Napier, Cinde DeBoer, Thomas Hausman, Mary Kay McNeill, and Ann Kakacek**
- **Absent Board Members: Gene LeFave**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, Becky Jacobson, and Matt Goloski**
- **Citizens: Jim Santi**

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

**Thomas Hausman moved and Andrew Napier seconded a motion to approve the October 2016 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye.**

**Mary Kay McNeill moved and Thomas Hausman seconded a motion to approve the October 25, 2016 Levy Hearing Minutes of the Antioch Public Library District. All voted aye.**

**Mary Kay McNeill moved and Thomas Hausman seconded a motion to approve the November 10, 2016 Special Meeting Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye.**

**Mary Kay McNeill moved and Thomas Hausman seconded a motion to approve the November 10, 2016 Executive Session Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye.**



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

**Mary Kay McNeill moved and Thomas Hausman seconded a motion to approve the bills and payroll for the month of November 2016. Cinde DeBoer asked when the Cash Fund was going to get added to the financial reports. Jennifer Drinka responded that we were waiting on our accountant, Michael Wall, to come in. On a roll call vote: Bruce Padbury, aye; Andrew Napier, aye; Cinde DeBoer, aye; Thomas Hausman, aye; Mary Kay McNeill, aye; and Ann Kakacek, aye.**

### **IV. Treasurer's Report**

**There was no Treasurer's Report.**

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

**Ann Kakacek commented that the patrons' comments are so wonderful. There was Board discussion regarding a patron's comment about the library's practice of turning the lights off just before closing. A suggestion was made that there be a PA announcement instead. Amy Blue said that we did not have a PA system, but the staff could walk around their departments and let patrons know we are closing. Bruce Padbury asked if we could look into the cost of a PA system. It was discussed that a PA system would be helpful in an emergency as well for other pertinent announcements. Jennifer Drinka said that she would.**

### **VI. Notices and Communications**

**A. Ann Kakacek read a thank you note from a patron thanking Jan Johnson and Ivy Edran in Adult Reference for their help in a recent visit to the library.**

**B. Ann Kakacek read a thank you card from Children's Reference associate, Rachel Simonsen, thanking the Board and Library staff for the sympathy flowers sent on the recent passing of her grandfather.**

## **VII. Librarian's Report**

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

Jennifer Drinka reviewed the November 2016 statistics and highlighted that Children and Adult computer usage was down. Jennifer passed out a line graph that showed the downward trend. Jennifer suggested that this could open different options to engage the public. Jennifer commented that several patrons stated that they liked the new trees outside. Patrons love our new website and the puzzles in lower Reference. Jennifer mentioned that she went to her first Friends' meeting and luncheon.

### **B. Personnel Changes**

There were no personnel changes.

### **C. RAILS Minutes**

Jennifer Drinka stated that she met with the RAILS representative and they discussed RAILS researching a new museum pass program with state wide museum participation.

### **D. ALA News**

Jennifer Drinka mentioned that American Library Association (ALA) President Julie Todaro released a statement regarding the invaluable role libraries and librarians will play within their communities as many search for common ground after the election. Ms Todaro stated that "during difficult times like these, our nation's 120,000 public, academic, school and special libraries are invaluable allies inspiring understanding and community healing. Libraries provide a safe place for individuals of all ages and backgrounds and for difficult discussions on social issues."

### **E. Health Reimbursement**

Jennifer Drinka announced to the Board that the library has an ending account balance of \$4,704.76 in their Health Reimbursement Account (HRA) in the plan year that recently ended. The library has the option of having the reserve be returned in the form of a check or applied to the new Plan Year funding. Bruce Padbury moved and Mary Kay McNeill

seconded the motion to roll over the reserve to the new Plan Year funding. On a roll call vote: Andrew Napier, aye; Cinde DeBoer, aye; Thomas Hausman, aye; Mary Kay McNeill, aye; Bruce Padbury, aye; and Ann Kakacek, aye.

#### **F. Safe Deposit Box Transfer**

Ann Kakacek stated that she and Jennifer Drinka transferred the safe deposit box items from State Bank of the Lakes to Heartland Bank.

#### **G. Resolution for Credit Card Transfer**

Jennifer Drinka said that she had sent a Resolution to transfer credit card to Heartland Bank from Fifth Third. Mary Kay McNeill moved and Bruce Padbury seconded the motion to approve the transfer of credit cards to Heartland Bank from Fifth Third. Cinde DeBoer asked if Kathy LaBuda's credit card was cancelled. Jennifer Drinka responded that it would be once all open transactions have been paid. On a roll call vote: Bruce Padbury, aye; Andrew Napier, aye; Cinde DeBoer, aye; Thomas Hausman, aye; Mary Kay McNeill, aye; and Ann Kakacek, aye.

#### **H. Bank account signers**

Jennifer Drinka stated that she had went to the bank and signed all paperwork acknowledging herself as a bank account signer from Kathy LaBuda.

### **VIII. New Business**

#### **A. Board Corner**

- Cinde DeBoer asked if Kathy LaBuda was still a signer on the Bonds; and, if so, that needs to be updated. Jennifer Drinka said that she would take care of it.

#### **B. Citizens' Comments**

Jim Santi commented that he liked the PA system idea as he has experienced having the lights turned off to signal the library closing. He suggested looking into wireless. Mr. Santi also stated that he might run for Board Trustee. He asked how much time was involved in being a

trustee. Ann Kakacek explained to him about the time commitments of a trustee.

### **C. Staff Comments**

There were no staff comments.

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

Amy Blue stated that they were having their holiday lunch on Thursday. Thomas Hausman inquired if they were asked about helping with the sculpture for Kathy LaBuda. Mary Kay McNeill responded, other options, less expensive, may be considered, but it should be a Board discussion and decision. Mary Kay said that she wanted the Board to meet as a group before going to the Friends. The Board decided to meet in January 2017. Mary Kay McNeill will email everyone with optional meeting dates. Kathy Deaner mentioned that Kathy LaBuda informed Jennifer Drinka that her last official day would be Thursday, December 15. Kathy Deaner invited the Board members to stop by to say their good byes and for cake. Jennifer Drinka said that the library was having an annual potluck which we could have that day as well. The Board was invited to the potluck and to say their goodbyes to Kathy LaBuda.

### **E. Travel Policy**

Jennifer Drinka said that there were new legal changes to the travel policy. She asked the Board to review them and be prepared to vote on them at the next Board meeting along with a new corresponding Ordinance.

### **F. Sick Leave Policy**

Jennifer Drinka said that there were also changes to the sick leave policy and asked the Board to review them and be prepared to vote on them at the next Board meeting.

### **G. Bereavement Leave Policy**

**Jennifer Drinka stated that there were legal changes to the bereavement leave policy and had asked the Board to review them and be prepared to vote on them at the next Board meeting.**

### **H. Appraisal**

**Jennifer Drinka stated that the company that was used to appraise the library calculated their appraisal much lower than what we are insured for and what we believe we should be appraised for based on inventory. The Board discussed getting a second appraisal. Ann Kakacek asked Jennifer Drinka to look into getting a second appraisal. Jennifer Drinka said that she would research it.**

## **IX. Unfinished Business**

### **A. Holiday Dinner**

**Jennifer Drinka reminded the Board that the Holiday dinner would be at Johnny's Chop House this Saturday, December 3, at 6 p.m.**

### **B. Library Director Job Description**

**Ann Kakacek asked if the Board was comfortable with the job description for Library Director. Everyone was comfortable with it. Thomas Hausman moved and Andrew Napier seconded the motion to accept the new Library Director's job description. All voted aye.**

### **C. Library Director Job Contract**

**Thomas Hausman moved and Andrew Napier seconded the motion to accept the Library Director's job contract. 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. The new director, Jennifer Drinka, then signed the new contract.**

**X. Adjournment**

**Thomas Hausman moved and Andrew Napier seconded the motion to adjourn at 8:20 p.m. All voted aye.**

  
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**Mary Kay McNeill, Secretary**

