



## **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, December 27, 2016 at 7:00 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 Deaner, Amy Blue, and Becky Jacobson**
- **Citizens: Jim Santi and Dakota West**

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

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

**III. Approval of Bills and Payroll**

**Bruce Padbury moved and Mary Kay McNeill seconded a motion to approve the bills and payroll for the month of November 2016. Cinde DeBoer inquired about the Cash Fund not yet on the Fund Balance report and the journal entry adjustments not on the Profit and Loss report. Jennifer Drinka explained to Cinde and the Board that our Auditors said to put it on the December reports. Jennifer had the email from the Auditors reflecting that statement. 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.**



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

**Gene LeFave stated that one bond was paid off last week. Gene also noted that we were down to four years to totally pay off the bonds.**

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

**Ann Kakacek stated that there were very nice comments from patrons. Mary Kay McNeill inquired about the comment regarding the library having a laminator for patron use and asked if Jennifer Drinka would cost it out to see if the library could afford one. Jennifer said that she would. Jim Santi added to be careful that if the library did purchase one for patrons use that it did not get too hot whereas someone could get burned. Ann Kakacek noted that the library's new vendor for snow removal was doing a nice job and plowing on time.**

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

##### **A. Library Director press release**

**Ann Kakacek passed around to the Board various press releases from local newspapers regarding Kathy LaBuda's retirement and Jennifer Drinka's new Library Director Appointment.**

##### **B. Keri Bush thank you**

**Ann Kakacek read a thank you email from staff Page, Keri Bush, to Jennifer Drinka thanking her for the holiday party and taking the initiative to talking and getting to know her.**

##### **C. Eileen Gallagher congratulations**

**Ann Kakacek read an email from Eileen Gallagher, Adult Services Librarian, at Barrington Area Library to Jennifer Drinka congratulating her for her new role as Director of the Antioch Public Library District.**

**Ann also read a card and email from LAN Administrator Paula Williams thanking the library for the sympathy flowers sent to her grandfather's funeral.**

Thomas Hausman requested that the 'Meet the Candidates' gathering for Board Trustee for the next election be well publicized. The date was changed to one week later, March 8, allowing Becky Jacobson enough time to get it in the next newsletter, on our website, on the library's Facebook page, in a press release to newspapers and on the online newspaper calendars.

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

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

Jennifer Drinka reviewed the November 2016 statistics and highlighted that microfiche usage was up 63% from last year. Andrew Napier asked if microfiche was the same as microfilm. Jennifer said that it was. Amy Blue added that our microfiche reader could be used to digitize photographs as well as viewing archived documents. Jennifer Drinka mentioned that there is a trend of using different types of devices. Jennifer commented that Hoopla always has availability for livestreaming. Jennifer also reported that the Children's department Winter Reading Program has started. Mary Kay McNeill suggested calling the area schools to promote the Winter Reading Program to their students. Jennifer Drinka said that she would look into that.

### **B. Personnel Changes**

Gerianne Smouse has resigned from Adult Services effective 12/31/16. Mary Kay McNeill moved and Thomas Hausman seconded the motion to accept Gerianne's resignation. All voted aye. Gerianne's position will first be posted internally

Jennifer Drinka announced that Kathy LaBuda's last official day at APLD will be 01/01/2017.

### **C. RAILS Minutes**

Jennifer Drinka reported RAILS is offering grants encouraging libraries of different types (academic, public, school, and special) to work on collaborative projects. At least two different types of libraries must be involved in each project. RAILS will award a limited number of grants at a maximum of \$2,500 each. Jennifer stated that she is going to try to work

with PM&L Theatre and Antioch High School on the collaboration.

#### **D. Closing Announcements/PA System**

Jennifer Drinka said that so far she has one estimate for a PA system for the library for approximately \$16K. Bruce Padbury questioned why it cost so much. Jennifer was not certain but said that she would continue to get estimates. In the meantime, Jennifer stated, that library staff would make periodic announcements via our phone system prior to closing to alert patrons that the library would be closing. Staff would also walk around after these announcements to let patrons know that we were closing soon.

#### **E. Snack & Chat**

Jennifer Drinka reported to the Board that she had a 'Snack & Chat' to get to know staff. She offered all staff an opportunity to come in her office for her to get to know them and vice versa. Jennifer explained that she had asked staff to write on post-its comments for a mission & vision statement. The questions that she asked were: What does the library mean to you? What does the library mean to the community? What do you wish the library meant to people? and What did the library mean to you as a child? Jennifer asked the Board the same questions as well. Thomas Hausman suggested that Jennifer ask the same questions to the Rotary Club members that she will be speaking to next week since they are patrons of the library as well.

### **VIII. New Business**

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

- Bruce Padbury stated that he would not be running for trustee once his term is up in April 2017.
- Andrew Napier stated that as he collected signatures on his petition for reelection as Board trustee he experienced positive interaction with people who love the library. Andrew commented that when he attempted to get more than five documents notarized at once at the library he was told that it was the Antioch Board of Trustees who voted to only allow five documents notarized at one time. Amy Blue explained the reasoning behind that rule and mentioned that we mirrored other libraries as well. The Board decided to vote to

increase the number of notarized documents, at one time, to ten at the next Board meeting.

- Gene LeFave apologized for not being at last month's Board meeting.
- Thomas Hausman was sad to announce that he had attended two funerals last week. On a brighter note, Thomas and his wife just celebrated 48 years of marriage.
- Mary Kay McNeill stated the personnel committee to select a gift honoring outgoing Library Director, Kathy LaBuda, will meet January 31, 2017 at 6:30pm, prior to the beginning of the regular Board of Trustees meeting in the board room at the library.

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

Dakota West said that he was there just to spectate. Andrew Napier mentioned that he and Dakota attended Antioch High School together and that it was Dakota who approached Andrew when there was a Board opening.

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

Becky Jacobson stated that if the 'Meet the Candidates' gathering were to take place March 1 then it would not meet the deadline for the next newsletter. Thomas Hausman moved and Mary Kay McNeill seconded the motion to move the 'Meet the Candidates' gathering to March 8, 2017 on the main floor at the library. All voted aye. Amy Blue stated, happily, that Jennifer Drinka was making many slow but steady changes at the library that are being well received by staff.

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

There was no Friends report.

#### **E. Electronic recorder for Executive sessions**

Jennifer Drinka reported that within the past year or so several Executive sessions did not record on the recorder possibly due to technical errors. Written Minutes were still available for those sessions. Jennifer stated that she would instruct all Board members on how to

properly use the recorder prior to the next Executive session. However, she plans to record all sessions going forward herself.

#### **F. Library Director Evaluation tool**

Ann Kakacek asked if everyone had the chance to review the evaluation tool. The Library Director Evaluation tool will be voted on at the next Board meeting. Mary Kay McNeill asked for some clarification of the ratings. The Director will be reviewed after six months of employment. Jennifer commented that the tool matches her job description as developed by the Board. Jennifer Drinka asked the Board if department supervisors should evaluate the Director as well. Amy Blue said that she thought it was okay to have a 360-degree evaluation. A 360-degree evaluation is a feedback process where not just your superior but your peers and staff who directly reports to you evaluate you. You receive an analysis of how you perceive yourself and how others perceive you. Andrew Napier recommended having the Board only evaluate the Director at the first six-month review and then staff can be involved in the process in a year.

#### **G. Appendix K**

Ann Kakacek asked everyone to review the revised copy of Appendix K in his or her Board packet and be prepared to vote on it at the next Board meeting. Appendix K is the library's policies on Loan Periods and Service Fees.

### **IX. Unfinished Business**

#### **A. Holiday Dinner**

Ann Kakacek and Thomas Hausman said that the Holiday dinner was wonderful. Becky Jacobson commented that this year was the highest in attendance. Mary Kay McNeill asked if we were reserving Johnny's Chophouse for next year's dinner as well. Becky Jacobson said it has not been decided yet. There was discussion of possible other venues in town.

## **B. Audit 2016**

Jennifer Drinka passed out a hard copy of the 2016 audit. Mary Kay McNeill inquired about the anticipated budget being off \$400K from the actual. Mary Kay asked Jennifer to find out from the auditors if that was typical. The Board will vote on the Audit at the next Board meeting. Cinde DeBoer commented that the Audits used to be better. Mary Kay McNeill asked Jennifer Drinka if she would invite the Auditor to the next Board meeting. Jennifer said that she would.

## **C. Travel Policy Ordinance 16-8**

Thomas Hausman moved and Mary Kay McNeill seconded the motion to approve Ordinance 16-8, an Ordinance establishing a travel reimbursement policy in accordance with the Local Government Travel Expense Control Act. Mary Kay inquired about the \$75 per day meal reimbursement. Jennifer Drinka said that our lawyers approved it. On a roll call vote: Mary Kay McNeill, aye; Bruce Padbury, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; Thomas Hausman, aye; and Ann Kakacek, aye.

## **D. Sick Leave Policy**

Jennifer Drinka explained that an employee who is going to be absent due to illness three or more days should fill out a FMLA form in order to protect their position. Mary Kay McNeill asked how this would affect health insurance. Jennifer responded 'not at all'. Cinde DeBoer asked that since FMLA is for 12 weeks annually, what would happen if a person was approved, did not use it all, could they apply again later that year. Jennifer said that they could. It was per incident. Thomas Hausman moved and Andrew Napier seconded the motion to accept the Sick Leave Policy. On a roll call vote: Mary Kay McNeill, aye; Bruce Padbury, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; Thomas Hausman, aye; and Ann Kakacek, aye.

## **E. Bereavement Leave Policy**

Mary Kay McNeill moved and Andrew Napier seconded the motion to accept the Bereavement Leave Policy. On a roll call vote: Bruce Padbury, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave,

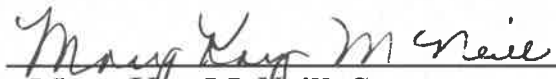
aye; Thomas Hausman, aye; Mary Kay McNeill, aye; and Ann Kakacek, aye.

#### F. Appraisal

Jennifer Drinka contacted the appraisers we used for the library in previous years, Industrial Appraisal Company (IAC) who we have liked, and received an estimate of \$3,575 to do an appraisal for the library. Because the appraisal is used for our insurance, we want to be assured of getting a fair appraisal. Jennifer asked the Board what they would like to do. Andrew Napier asked how often we do an appraisal. Jennifer responded that most libraries do it every three years. The Board said to budget to use the previous company next fiscal year. Thomas Hausman moved and Bruce Padbury seconded the motion to approve the current appraisal and budget to use IAC Company next fiscal year for a new appraisal. On a roll call vote: Mary Kay McNeill, aye; Bruce Padbury, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; Thomas Hausman, aye; and Ann Kakacek, aye.

#### X. Adjournment

Thomas Hausman moved and Andrew Napier seconded the motion to adjourn at 8:38 p.m. All voted aye.

  
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Mary Kay McNeill, Secretary