



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, January 31, 2017 at 7:00 p.m. in the Board Room at the library.

Present:

- **Library Board Members: Bruce Padbury, Andrew Napier, Gene LeFave, Thomas Hausman, Mary Kay McNeill, and Ann Kakacek**
- **Absent Board Members: Cinde DeBoer**
- **Library Staff Members: Jennifer Drinka, Amy Blue, Matt Goloski**
- **Citizens: James Santi, Kathy LaBuda, Kathy Naughton, and Michael Wall**

Andrew Napier moved and Thomas Hausman seconded the motion to amend the agenda to allow auditor Kathy Naughton, from Eder, Casella & Co., and accountant Michael Wall to present 2016 audit findings at the beginning of the meeting. All voted aye.

Kathy Naughton said that the Audit went well; it was a clean audit, especially through the transition time with Kathy LaBuda retiring and the new Library Director beginning. She stated that the financial statements provided present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Antioch Public Library District as of June 30, 2016, and the respective changes in financial position for the year in accordance with accounting principles generally accepted in the United States of America. Kathy Naughton went through the audit in detail. Thomas Hausman asked in general how the library was doing. Kathy Naughton responded that there was a net balance increase in the fund balance, which is what you want to see. Bruce Padbury asked if we were at or near 100% of what we are obligated for in IMRF. Kathy Naughton responded that the library is at 75.88% this year using actual assumptions. Many variables factor into that projection. Gene LeFave stated that he thought IMRF was responsible for paying the obligations. Kathy Naughton said that they were, for now. Gene LeFave asked if that money was ours or



can the state take it. Kathy LaBuda responded that IMRF does not belong to the state. Michael Wall reminded everyone that these are estimates when it comes to pensions and there are many variables that help derive these estimates. We know how much money we have in the fund but the rest are estimates. Thomas Hausman asked if we were sufficient in IMRF. Kathy Naughton said yes. Jennifer Drinka asked a question on behalf of Cinde DeBoer who was absent from the meeting on if the library has improved comparing the last three years. Kathy Naughton responded that the fund balance increased each year, which is good and is what you want it to do. Mary Kay McNeill wanted to know if the anticipated budget being off \$400K from the actual was typical. Kathy Naughton responded that it was in most entities. Kathy Naughton mentioned that one change that they will be making is to send any adjusting journal entries directly to Michael Wall in the future. The Board thanked Kathy Naughton and Michael Wall for coming to the meeting. Both left the meeting at 7:41 p.m.

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

Thomas Hausman moved and Andrew Napier seconded a motion to approve the December 2016 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 Gene LeFave seconded a motion to approve the bills and payroll for the month of January 2017. 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.

IV. Treasurer's Report

Gene LeFave mentioned that he had a problem initiating the payroll on the bank's website. He believes he knows what the issue is and will keep an eye on it. Gene stated that the library has \$1.5 million in the bank and payroll is at \$35,000.

V. President's Comments

Ann Kakacek inquired about a patron's comment about being upset that a new item was still in Tech Services even though the PAC said it was available. Jennifer Drinka responded that she looked into that issue and found that it simply was a timing issue from when Tech Services entered it in the system and someone getting it from the back and putting it on the shelf.

VI. Notices and Communications

A. 2016 Audit: Kathy Naughton from Eder, Casella & Co. and Michael Wall, Accountant

This was moved to the beginning of the meeting.

B. Kathy LaBuda, Thank you

Ann Kakacek read a thank you card from Kathy LaBuda to the Board for her retirement gifts.

C. Hoopla feedback

Ann Kakacek read a comment from a patron, Bob Schmelzer regarding the time restrictions on Hoopla and his hopes the library will loosen up with time.

D. Writer's Group feedback

Ann Kakacek read a comment from a patron, Jimmeh PS, who enjoyed attending the Writer's Group.

E. Antioch Economic Development Taskforce, Press release

Ann Kakacek read a press release from the Village announcing the creation the "Economic Development Task Force" in which Jennifer Drinka was asked to be a member of representing the library.

F. College of Lake County Library Technical Assistant program Advisory Committee

Ann Kakacek read an email to Jennifer Drinka from the College of Lake County asking her to become a member of their Library Technical Assistant (LTA) Advisory Committee.

G. President's Day Library Legislative Breakfast

Ann Kakacek shared an invitation to the Board to attend the 2017 Library Legislative Breakfast.

H. Illinois Library Trustee Workshop

Ann Kakacek shared with the Board to attend the Illinois Library Trustee Forum Workshop on Saturday, February 18, 2017.

I. Congratulations

Ann Kakacek read two cards from former colleagues, Connie Purcell and Sandy Beda, of Jennifer Drinka congratulating Jennifer on being the new Library Director of the Antioch Public Library District.

VII. Librarian's Report

A. Overview of Reports

Jennifer Drinka reported that the traditional usages of the library by patrons are going down. We need to find and start using non-traditional devices to drive patron usage up. Jennifer mentioned that she would like to budget for next year Wi-Fi hotspots for patrons to check out. Ann Kakacek asked what that was. Wi-Fi hotspots are a recent technology that allows you to connect your Internet-capable devices to the Internet through a wireless, portable device. The hotspot forms an on-the-spot Wi-Fi network, and you can connect a number of computers or gadgets to the network for simple, fast Internet access.

B. Personnel Changes

- 1. Evan Brandes has been hired as a Page. Bruce Padbury moved and Mary Kay McNeill second the motion to approve Evan Brandes as a Page. All voted aye.**
- 2. Jennifer Drinka stated that Adult Services still has an Associate vacancy.**
- 3. Jennifer also mentioned that the library has a Substitute vacancy as well.**

C. 2015 Tax Year Settlement Report

Jennifer Drinka reported that the 2015 tax year settlement report for property taxes collected in 2016 showed \$2.5 million dollars.

D. CPI (Consumer Price Index) for 2017 is 2.1%

Jennifer Drinka reported that the consumer price index (CPI) for 2017 is 2.1%, which is higher than last year's CPI of 0.7%.

E. The Dog's Ear – APLD staff newsletter

Jennifer Drinka stated that she has restarted a staff newsletter from 2014 that will go out quarterly. The Cataloging department has volunteered to put it together.

F. Most Popular Nonfiction Collections by age group.

Jennifer Drinka passed around a chart she created of the most popular nonfiction collections by age group for the Antioch Public Library District. For Adults it was Health, for Children's it was Animals, and for Young Adults it was Arts.

G. Laminator for public use

Jennifer Drinka did a fast facts survey on what devices libraries offer to their patrons. She reported that only one library, so far, stated that they offer a laminator for public use. She will still research a laminator for patron use. Jennifer also mentioned that we are looking for a permanent home for our 3-D printer.

H. Meeting with Antioch Police Department/Coffee with a Cop

Jennifer Drinka said that she had a meeting with the police chief introducing herself as the new Library Director. The police will be coming to the library once a month, starting February 10, for a program called Coffee with a Cop allowing patrons to visit with the police. Bruce Padbury asked how we were going to advertise this. Jennifer Drinka responded on the library's website and in our lobby.

I. Safety and Behavior Committee

Amy Blue said that she is working with a staff committee to update the library's Safety & Behavior policy.

VIII. New Business

A. Board Corner

- Thomas Hausman stated that the Rotary Club was impressed by Jennifer Drinka when she came out and met with them. He also mentioned that people have two more weekends to see him in the PM&L play "As You Like It".**

B. Citizens' Comments

There were no citizens' comments.

C. Staff Comments

There were no staff comments.

D. Friends' Report

Amy Blue said that Friends' are having their Spring Book Sale in May and they are looking for donation requests from the library.

E. Notary Service Policy

Jennifer Drinka said that the Notary Service Policy is being modified to allow ten documents to be notarized at one time from five. She asked the Board to review the modification and they will vote on it next month.

F. Children's Program Policy

Jennifer Drinka commented that the Children's Program Policy is being modified to state that most children's programs are open to all children regardless of where they may reside. However, the Library reserves the right to limit program attendance to APLD cardholders only. Andrew Napier asked where the other cardholders mostly reside. Jennifer Drinka responded Wisconsin. Jennifer asked the Board to review the changes and be prepared to vote on it next month.

G. Parking Lot Patching or Resurfacing

Thomas Hausman moved and Mary Kay McNeill seconded a motion to get bids on parking lot resurfacing. Bruce Padbury asked if we had specifications. Jennifer Drinka responded that we do. 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.

IX. Unfinished Business

A. Library Director Evaluation Tool

Bruce Padbury moved and Andrew Napier seconded a motion to approve the Library Director Evaluation Tool. All voted aye.

B. Appendix K

Jennifer Drinka reminded the Board that changes to Appendix K was discussed last month and this month they need to take a vote. Mary Kay McNeill asked what the \$20.00 Account Services Fee was under 4c. Jennifer explained that it was the Collection Agency's fee. Mary Kay McNeill suggested changing the wording in the policy to Collection Agency Fee. Thomas Hausman moved and Bruce Padbury seconded a

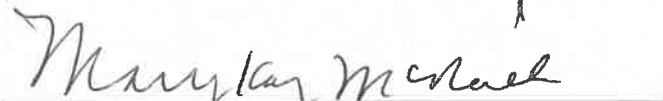
motion to approve the changes to Appendix K as amended. All voted aye.

C. Remembrance in honor of the previous Library Director Committee Report

Thomas Hausman moved and Mary Kay McNeill seconded a motion to rename the Children's Department the Kathryn LaBuda Children's Department along with a plaque, photograph, and dates of service. 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

Andrew Napier moved and Gene LeFave seconded the motion to adjourn at 8:25 p.m. All voted aye.



Mary Kay McNeill, Secretary