



## **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, February 28, 2017 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, Becky Jacobson**
- **Citizens: Dr. Jay Marino**

**Mary Kay McNeill moved and Andrew Napier seconded the motion to amend the agenda to allow District 34 Superintendent Jay Marino to give his presentation at the beginning of the meeting. All voted aye.**

**District 34 Superintendent Jay Marino spoke to the Board regarding a facility planning referendum that will be on the April 4, 2017 ballot. He discussed several key objectives as desirable outcomes of the facility planning process which were categorized into four specific areas: 1) Shift to a K-5 Grade Level Configuration, 2) Eliminate Portable Classrooms, 3) Create Greater Equity of Learning Spaces Across all Schools, and 4) Capitalize on the Timing of Retirement of Debt Obligations. He also stressed that homeowners will see no increase of property taxes for the District's bond and interest payments, if a successful referendum is passed. Dr. Marino left the meeting at 7:40 p.m.**

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

**Andrew Napier moved and Mary Kay McNeill seconded a motion to approve the January 2017 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye except for Cinde DeBoer who abstained.**



**Thomas Hausman moved and Mary Kay McNeill seconded a motion to approve the January 31, 2017 Special Committee Meeting minutes. All voted aye except for Cinde DeBoer who abstained.**

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

**Andrew Napier moved and Mary Kay McNeill seconded a motion to approve the bills and payroll for the month of February 2017. On a roll call vote: Cinde DeBoer, aye; Gene LeFave, aye; Thomas Hausman, aye; Mary Kay McNeill, aye; Bruce Padbury, aye; Andrew Napier, aye; and Ann Kakacek, aye.**

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

**Gene stated that the library has \$1.5 million in the bank.**

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

**Ann Kakacek stated that the Acquisitions Policy was well put together. Ann also said that she still likes to read all of the nice patron comments.**

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

#### **A. D34 Superintendent Presentation**

**This was moved to the beginning of the meeting.**

#### **B. D34 Communication**

**Ann Kakacek read several emails from Kristina Guntharp and Amy Bendall of school district 34 thanking Jennifer Drinka and Kim Zupkoff for meeting with them and touring their facilities. They also provided Jennifer and Kim information on maker-spaces for the library.**

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

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

**Jennifer Drinka reported that the door count was up even though circulation of materials was down. Jennifer also stated that reference**

questions were up by 5%; summarizing that patrons are looking for interaction that is more direct. Jennifer said that next month she would start reporting statistics on passive programming. Many patrons like the puzzles in the Reference area. Jennifer stated that there have been positive comments regarding Circulation doing the closing announcements over the speakerphone. Jennifer also mentioned that patrons were grateful for custodian Will reminding them to be careful when the parking lot was slippery due to weather and for keeping it salted and clear. Jennifer announced that she and her husband purchased a home in Antioch and will be moving around the beginning of April.

### **B. Personnel Changes**

1. **Kathy Solheim has been hired as the new Adult Services Associate. Jennifer Drinka mentioned that Kathy (Kat) also works at the Nippersink Library. Mary Kay McNeill moved and Thomas Hausman seconded the motion to approve Kat Solheim as Adult Services Associate. 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.**

### **C. Coffee with the Chief**

Jennifer Drinka reported that the Coffee with the Chief event at the library went really well. Becky Jacobson, Public Relations, said approximately 40 people showed up. Thomas Hausman mentioned that he spoke to the Mayor and he said it was a very nice event and, he hopes the library continues it.

## **VIII. New Business**

### **A. Board Corner**

Gene LeFave asked that the library have the door counter checked to make certain that the increase in counts is accurate since it was reported that circulation was down. Gene said that he was concerned about the section in the Acquisitions Policy that stated emphasis on Overdrive purchases would be on popular books on hold and titles that cannot be purchased in print or audio. Gene said that he prefers utilizing Overdrive versus audio books (books on CD). Amy Blue explained the cost

differential between Overdrive and audio books. She explained that the consortium purchases the e-audio books at a discount, which are the books we have on Overdrive. E-audio books in general are about four times the amount of books on CD. Amy Blue suggested to Gene that he could utilize Hoopla for his e-audio books. Amy said that she could increase her budget for e-audio books this next fiscal year.

Thomas Hausman asked if the library would purchase all books that come in a series. He said for example, the library does not carry all of the books in the series 'Wars of the Roses'. Thomas asked if there was a system for ordering all books in a particular series. Amy Blue responded that she does attempt to keep up with all the series books and she will look into the 'Wars of the Roses'. Thomas inquired about the candidates for Board Trustee. Mary Kay McNeill stated that there were six people on the ballot; two who are on the ballot and four write-ins. Amy Blue added that she had sent all six candidates an invitation to 'Meet the Candidates' night on March 8 at the library.

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

There were no citizens' comments.

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

There were no staff comments.

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

Amy Blue said there was no Friends' report.

#### **E. Construction of the second story to the present building**

Jennifer Drinka asked if the Board should start thinking about construction of a second story to the library building. Thomas Hausman said they could talk about that in the near future. Thomas Hausman also recommended using District 34's model when planning. Mary Kay McNeill said that it might take around three years to plan. The whole Board agreed. Jennifer Drinka said that the cost would be around \$3 - \$5 million dollars. Jennifer also said that the current bonds would be paid off on January 1, 2021.

## **F. General Leave – Vacation Policy**

**Ann Kakacek asked for a motion on the vacation policy. Mary Kay McNeill asked if the Director's vacation time is the same as outlined on Jennifer Drinka's contract. Jennifer Drinka said that she would double check her contract. Thomas Hausman said the Board would just need to make an amendment to her contract if it was not the same. Cinde DeBoer suggested having everyone's vacation time roll over on the same date. Kathy Deaner, Business Office Manager, said that was something being considered. Kathy and Cinde will discuss the logistics of doing this with the current software later since Cinde is the former Business Office Manager. The Board decided to amend the policy to allow staff to be eligible for vacation time after three months of continual employment versus six months. Thomas Hausman moved and Bruce Padbury seconded the motion to amend the vacation policy to allow staff to be eligible for vacation time after three months of continual employment. All voted aye. Thomas Hausman moved and Bruce Padbury seconded the motion to accept the vacation policy as amended. All voted aye.**

## **G. Resolution 17-1**

**Andrew Napier moved and Mary Kay McNeill seconded a motion to approve Resolution 17-1, a policy for the selection of library materials and the use of library materials and facilities. All voted aye.**

## **IX. Unfinished Business**

### **A. Transferring of Funds**

**Jennifer Drinka said that the library's accountant, Michael Wall, would like the Board to specifically state the dollar amount to transfer and from which fund into the Working Cash Fund. Jennifer recommended transferring \$350,000 to the Working Cash Fund. Mary Kay McNeill moved and Thomas Hausman seconded the motion to transfer \$350,000 from the General Fund into the Working Cash Fund. 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.**

## **B. Per Capita Grant Money**

Jennifer Drinka explained that the Per Capita Grant money budgeted in fiscal year 2015-16 was expended in fiscal year 2016-17. The expenditure met the requirements of the Grant; however, the purchase was made in the next fiscal year. Jennifer explained to the Board that it would look as though we are over on that particular budget line, when in reality we are not. That budget line was under spent last fiscal year 2015-16 by \$18,215.39. Cinde DeBoer asked if this would hurt the budget this next fiscal year. Jennifer responded that it would not.

## **C. Remembrance in honor of the previous Library Director**

Ann Kakacek asked Thomas Hausman if he had gotten quotes for the plaque and photo in honor of Kathy LaBuda. Thomas responded that he had not. Mary Kay McNeill asked what specifically were we looking to purchase and at what cost. Thomas said that he recommended a 3-foot by 2-foot photo, frame, and plaque for up to \$700 to come out of the contingency fund. The entire Board approved.

## **D. Parking Lot Resurfacing**

Jennifer Drinka reported that after going over all of the documents she had regarding the parking lot resurfacing project she found out that the library does not have the specifications in order to proceed. We only paid for a study not for specifications. Jennifer said that we need to go to an engineer to get specifications. Jennifer said that the cost would be \$30,000 for the engineer and around \$220,000 for the renovation and paving. This will cover both the patron and staff parking lots. Thomas Hausman moved and Bruce Padbury seconded the motion to spend up to \$250,000 for the engineer and parking lot resurfacing project. Cinde DeBoer recommended finding out who originally did the parking lot since it did not last as long as it should have. Jennifer said that she would find out. 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. Notary Service Policy**

**Andrew Napier moved and Thomas Hausman seconded the motion to approve the Notary Service Policy. All vote aye.**

**F. Children's Programs Policy**

**Thomas Hausman moved and Mary Kay McNeill seconded the motion to approve the Children's Programs Policy. All voted aye.**

**G. Candidate's Night**

**Ann Kakacek stated that she would host and moderate the 'Meet the Candidates' night on Wednesday, March 8, at the library.**

**X. Adjournment**

**Andrew Napier moved and Gene LeFave seconded the motion to adjourn at 8:41 p.m. All voted aye.**

  
\_\_\_\_\_  
Mary Kay McNeill, Secretary

