



## **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, March 28, 2017 at 7:00 p.m. in the Board Room at the library. Ann Kakacek appointed Thomas Hausman Secretary Pro tem.**

**Present:**

- **Library Board Members: Bruce Padbury, Andrew Napier, Cinde DeBoer, Gene LeFave, Thomas Hausman, and Ann Kakacek**
- **Absent Board Members: Mary Kay McNeill**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner, Amy Blue, Becky Jacobson, Matt Goloski, and Hilary Schneider**
- **Citizens: James Santi, Linda Esser, Marie Bukin, John Short, Kathy Groth, and Lori Short**

**Thomas Hausman moved and Bruce Padbury seconded the motion to amend the agenda to move Notices and Communications, Book Donation to the beginning of the meeting. All voted aye.**

**Ann Kakacek and James Santi showed the Board an historical book: "Aer-O-Plat Atlas of Lake Co., Illinois" from 1965 by the David Short family of Antioch. Ann read to the Board the memorial found on the inside book cover: "David Short served in the United States Marine Corps as a pilot and later worked as a pilot for Delta Airlines. He worked as an attorney in the office of James Lumber in Antioch. James Lumber was a founding trustee of the College of Lake County and mayor of Round Lake. Upon James Lumber's death, this book was given by the Lumber family to David Short. Upon David Short's death, this book was donated by the Short family to the Antioch Public Library District." Members of David Short's family were at the Board meeting to present the book to the library. The entire Board thanked them for their thoughtfulness. The Short family left the meeting at 7:10p.m.**



**Andrew Napier moved and Bruce Padbury seconded the motion to amend the agenda to present Hilary Schneider with a five-year service award. All voted aye.**

**Ann Kakacek, on behalf of the Board, congratulated Hilary Schneider for five years of service and presented her with a five-year service certificate and a gift of fifty dollars for five years of outstanding service. All present extended their congratulations.**

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

**Ann Kakacek stated that the Minutes needed to be changed to reflect the fact that the Friends' group hosted the "Meet the Candidates" night and she moderated. Thomas Hausman moved and Bruce Padbury seconded a motion to approve the February 2017 Minutes of the Antioch Public Library District Board of Trustees Meeting as amended. All voted aye.**

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

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

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

**Gene LeFave stated that there was no Treasurer's report.**

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

**Ann Kakacek stated that it should be an interesting election with the six candidates that are running. Ann asked if there was a reason that there were not very many patron comments from the Circulation department. Jennifer Drinka said that she would find out.**

## **VI. Notices and Communications**

### **A. Book Donation**

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

## **B. Property Tax Appeal**

**Martin Paulson, Lake County Clerk of the Board of Review, notified the library that there has been an appeal filed with the State Property Tax Appeal Board requesting a reduction of \$100,000 or more in real property assessed valuation within our taxing district.**

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

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

**Jennifer Drinka reported that the new Light Bright board was now up in the Children's department and invited the Board to look at it if they have not already seen it. Jennifer stated that the 3D printer is now out on the floor caddy-corner from the Light Bright board. Jennifer told the Board that there is a new sheet in their Board packet for Passive programming statistics. Ann Kakacek asked what Passive programming was. Jennifer explained that Passive programming promotes the library and its materials and services without providing a formal program at a specific time or date. She gave examples of the Light Bright board and puzzles. Jennifer said that the State of Illinois now requires reporting of Passive programming in libraries. Jennifer stated that the collecting of this data is still a work in process. Jennifer reported that printer usage was up 22% and said it could be because of tax season.**

### **B. Personnel**

#### **1. 5 Year Service Award**

**This was moved to the beginning of the meeting after the book donation.**

#### **2. New Hire**

**Alice Burnette was hired as a substitute.**

**Bruce Padbury moved and Andrew Napier seconded a motion to approve Alice as a substitute. All voted aye.**

### **C. Parking Lot Update**

**Jennifer Drinka reported that she met with a consulting engineer from Gewalt Hamilton Associates, Inc., Jim Keim, Antioch Village Administrator, and the library's maintenance man, James Zupan. The proposal is to do the parking lot in September when the library would be closed for in-service day. Cinde DeBoer asked if we had the specifications yet. Jennifer responded no, only the study. Jennifer said that the engineer would do the specifications for \$18,900. James Santi asked if this was for both the patron and staff parking lots. Jennifer responded it was.**

### **D. Volunteer Luncheon**

**Jennifer Drinka reminded the Board that the annual volunteer luncheon would be on April 27, 2017 at 12 p.m. in the staff lounge and invited all to attend.**

### **E. Mission and Vision statements**

**Jennifer Drinka said that she had an all staff meeting one morning and had staff organize numerous responses to questions regarding the library and what it means to them. Jennifer said she used these responses to create the library's new Mission and Vision statement. Jennifer showed the Board the library's current Mission and Vision statement and the new one she created using word cloud. Both versions are attached to these Minutes.**

## **VIII. New Business**

### **A. Board Corner**

- **Thomas Hausman said that he was working on Kathy LaBuda's remembrance. Thomas Hausman showed the Board a recent article from the Hi-Liter interviewing Ann Kakacek regarding her father who went 'from the gridiron to government'. Ann Kakacek's father played for the Bears from 1924 through 1928. In 1928 he moved away from football and began to work at another sport, wrestling. In 1950 he was elected mayor of Antioch, a position he held for six years.**

**B. Staff Comments**

There were no staff comments.

**C. Citizens' Comments**

James Santi stated that he missed the meeting when it was reported that both patron and staff lots were being resurfaced at the same time.

**D. Friends' Report**

Amy Blue said that there was no Friends' update.

**E. RAILS Update**

Jennifer Drinka stated that she had applied to attend Director's University in Springfield in June.

**F. Appoint Personnel Committee**

The Personnel Committee will consist of Thomas Hausman, Andrew Napier, Cinde DeBoer, and Jennifer Drinka. The date for the first meeting will be April 17, 2017 at 6 p.m., in Jennifer Drinka's office.

**G. Semi-annual review of closed session minutes.**

Closed session tape-recorded Minutes dating back to 1989 need to be reviewed. Ann Kakacek asked the Board if they wanted to listen to the Minutes and decide on them being destroyed or just leave the decision to Jennifer Drinka. Jennifer Drinka explained that the lawyer said that a Resolution was needed in order to destroy the tapes. Thomas Hausman asked if the tapes are destroyed anyway. Ann Kakacek responded that they do; however, the paper Minutes are retained.

**H. Resolution to destroy old closed session audio recordings.**

Thomas Hausman moved and Bruce Padbury seconded the motion to allow Jennifer Drinka to decide on which old closed session recordings can be destroyed. On a roll call vote: Bruce Padbury, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; Thomas Hausman,

aye; and Ann Kakacek, aye.

**X. Unfinished Business**

**A. Remembrance in honor of the previous Library Director.**

Thomas Hausman stated to the Board that he had a photographer come to the library and take photos of Kathy LaBuda for \$250. The picture frame for the photograph is costing \$100. Thomas commented that he gave a 50% deposit to the picture frame company. Thomas requested checks tonight for the cost of the photographer, the picture frame company, and for the deposit that he had paid. The Board discussed how to accomplish this since checks were already processed for the month and approved on earlier in the meeting. Ann Kakacek asked for a motion to amend the bills for the month. Cinde DeBoer moved and Andrew Napier seconded the motion to amend the bills for March 2017 so that Kathy Deaner, Business Office Manager, could process a \$250 check for the Photographer, a \$50 check for the picture frame company, and a \$50 check for Thomas Hausman for the deposit he had already paid. On a roll call vote: Gene LeFave, aye; Thomas Hausman, aye; Bruce Padbury, aye; Andrew Napier, aye; Cinde DeBoer, aye; and Ann Kakacek, aye. The Board decided to have Kathy LaBuda's remembrance dedication on Sunday, April 30 at 2p.m. in the Children's department. Thomas Hausman asked if the Board should do something special for Joan Padbury who was the Children's Librarian for 25 years. Bruce Padbury suggested moving the current service award wall plaque to a more prominent place in the library. Joan Padbury already has a service award on that plaque. Andrew Napier asked for Jennifer Drinka's recommendation, as Library Director, where she would like the service award wall plaque and Kathy LaBuda's to be placed in the library. Jennifer stated she likes the idea of moving the service award wall plaque by the leaf tree at the entrance of the library and to hang Kathy LaBuda's portrait by the Thumbelina picture in the Children's department.

**XI. Adjournment**

**Gene LeFave moved and Andrew Napier seconded the motion to adjourn at 8:03 p.m. All voted aye.**

  
**Thomas Hausman, Secretary Pro-tem**

