



## **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, April 25, 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, Matt Goloski**
- **Citizens: James Santi and Russell Warye**

**Andrew Napier moved and Mary Kay McNeill seconded the motion to move the Health Insurance Renewal presentation by Russell Warye to the beginning of the meeting. All voted aye.**

**Russell Warye, insurance broker from Benefit Partners Group, LLC presented to the Board various options for health insurance renewal for the library. He compared the top three health insurance companies: United Health Care; the libraries current health insurance company, Blue Cross Blue Shield, and Aetna. Jennifer Drinka commented that the Personnel Committee met and decided to stay with United Health Care. Mary Kay McNeill asked if there was a need to review this if the decision was made. Cinde DeBoer responded that the committee is only making a recommendation to the entire Board. Russell stated that United Health Care's insurance would increase by 4.27%. Mary Kay asked if the employees are happy with the current insurance carrier. Amy Blue responded yes. Russell Warye continued his presentation stating that the library currently uses Lincoln Financial for dental insurance and VSP for vision and compared them with Principal. Benefits from all three carriers were the same, however, Principal would have a decrease in cost of 4.33% for vision and 26.40% for dental. Andrew Napier stated that the Personnel Committee was recommending to switch to Principal. Thomas Hausman moved and Cinde DeBoer seconded the motion**



to accept United Health Care and Principal as Antioch Public Library District's insurance carriers for fiscal year 2017-18. 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. Russell Wayre left the meeting at 7:15 p.m.

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

Thomas Hausman moved and Gene LeFave seconded a motion to approve the March 2017 Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye except for Mary Kay McNeill who abstained.

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

Gene LeFave moved and Andrew Napier seconded a motion to approve the bills and payroll for the month of April 2017. Cinde DeBoer inquired about account 1-240.5 being on the profit and loss report but had not been budgeted for. Cinde questioned if that amount should have been to the ColorMarq account of 1-240.51. Jennifer Drinka said that she would look into it. On a roll call vote: Thomas Hausman, aye; Mary Kay McNeill, aye; Bruce Padbury, aye; Andrew Napier, aye; Cinde DeBoer, aye; Gene LeFave, aye; and Ann Kakacek, aye.

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

Gene LeFave stated that there was \$1,100,000 in the bank.

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

Ann Kakacek thanked the Board for all their years of service. She said that it was a pleasure working with them. Ann will be retiring after the next Board meeting.

## **VI. Notices and Communications**

### **A. Health Insurance Renewal, Russell Warye**

This was moved to the beginning of the meeting.

**B. Per Capita Grant award letter**

Jennifer Drinka stated that a copy of the Per Capita Grant award letter was in the Board packet sent to all the Trustees. The amount awarded to the Antioch Public Library District was \$20,273.62. The letter stated that due to the continued state budget impasse, payment of these funds may be significantly delayed. The library has until June 30, 2018, the end of next fiscal year, to expend these funds.

**C. National Library Workers' Day patron thank you**

Ann Kakacek passed around to the Board a thank you note from a patron who left the library staff a basket of healthy treats for National Library Workers' Day. The staff signed their own thank you's on the note to the patron for his kindness.

**D. The Dog's Ear staff newsletter**

A copy of the staff's internal newsletter was included in the Board packet. Ann Kakacek thought it was very interesting.

**E. Directors University acceptance**

Jennifer Drinka stated that she has been accepted to attend Directors University June 5 – 8 in Springfield.

**VII. Librarian's Report**

**A. Overview of Reports**

Jennifer Drinka stated that the Passive Programming is up 50% in the Children's department due to the addition of the Light Bright board. Jennifer mentioned that she went to the fire department and spoke with the fire chief on the possibility of working on programs with the library. Jennifer commented that she is on the Village's Economic task force and reported that Antioch has a \$950 million dollar leakage to other communities. The Village needs to develop empty lots and make Antioch a real destination for consumers. Ann Kakacek suggested that Antioch needs a town newspaper so that residences can find out and know what is going on. Jennifer said that the Village would like to work together with

the library to get more involved with the town's happenings. Jennifer stated that patron questions are up. She stipulated that it is the intense and time-consuming questions that are up. It appears that patrons are utilizing google for quick questions.

## **B. Personnel**

Jennifer Drinka reported that maintenance person James Zupan is no longer with the library and that custodian Will Yonushatis will be retiring the end of May.

## **VIII. New Business**

### **A. Board Corner**

- Andrew Napier thanked everyone in the room who had voted for him as Trustee.
- Cinde DeBoer commented that the staff newsletter Dog Ears was very nice. She also thinks the addition of a credit card machine for patrons is a good idea.
- Thomas Hausman congratulated Andrew Napier, James Santi, and Ken Barnett for being elected as Board Trustees. Thomas reminded the Board that the dedication and renaming of the Children's department in honor of former Library Director Kathryne LaBuda would be the coming Sunday. Thomas stated that the final cost of the portrait was \$365. He asked if the library had an easel to place the portrait on prior to the unveiling. Becky Jacobson, Public Relations, stated that we do. Becky also stated that there will be juice, cookies, balloons, and photos would be taken. Thomas Hausman stated that he would be attending the Volunteer luncheon on Thursday. He has a couple of foreign exchange students visiting him and asked if it would be all right to bring them as well. Kathy Deaner, Office Business Manager, said it would be fine.

### **B. Staff Comments**

There were no staff comments.

### **C. Citizens' Comments**

**James Santi commented on Jennifer Drinka's Economic task force statement. James stated that there are so many stores in town that close when their published hours show that they should be opened. Stores should adhere to their hours. James also reported that one of the Subways in town is changing locations and having a drive-thru.**

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

**Amy Blue reported that Friends also had an election and Jessica Wisdom is their new President and Darlene Clausen is their Vice-President. Amy said that Friends gave the library money for a signal booster so that patrons can use their cell phones on the lower level. She also reminded everyone that the Friends book sale would be next weekend.**

### **E. RAILS**

**Jennifer Drinka told the Board that Laconi was having a Trustee banquet in Oak Lawn on May 12 and asked if any of them would like to attend. Thomas Hausman said that he would like to go. Kathy Deaner will register him and send him the information.**

### **F. 2016 Levy**

**A copy of the 2016 tax levy was in the Board packet.**

### **G. Closed Session - Personnel**

**The Board decided to go into closed session at the end of the agenda instead of at this juncture in the agenda.**

### **H. Personnel Committee Report and Salary Proposal**

**This will be discussed in closed session.**

## **I. Meeting Room Policy**

**Ann Kakacek asked the Board if they reviewed the Meeting Room Policy and if so, were they ready to vote. Andrew Napier inquired about the first sentence, which stated: Reservations for the use of a meeting room shall be made with the library Director or his/her designee and will be subject to approval by the Board of Library Trustees. Mary Kay McNeill suggested changing the wording from 'will be' to 'may be'. Jennifer Drinka will make the adjustment. Gene LeFave asked if we were now going to allow businesses to reserve a room. Jennifer Drinka responded yes. However, no solicitations of products for profit were to be allowed. Wording to that effect was added to the policy. Cinde DeBoer asked if the Storytime room was going to be able to be reserved. Jennifer stated that they have not planned to make that change. Cinde also pointed out a few spelling, grammatical and spacing errors. Jennifer will correct them. Andrew Napier moved and Mary Kay McNeill seconded the motion to accept the Meeting Room Policy as revised. All voted aye.**

## **J. Appoint Budget Committee**

**The Budget Committee will consist of Andrew Napier, Cinde DeBoer, Thomas Hausman, Mary Kay McNeill and Jennifer Drinka. The first meeting will be Monday, May 22, 2017 at 6 p.m. in the Board Room at the library.**

## **K. Schedule Library Director's 6-month evaluation**

**Jennifer Drinka will do a self-evaluation and send it out to the Board prior to the next Board meeting. The Board will go in closed session at 6 p.m. on May 30, 2017 to discuss Jennifer's review.**

## **IX. Unfinished Business**

### **A. Working Cash Fund**

**Jennifer Drinka will gather more information from our auditor regarding the Working Cash Fund and bring it to the Budget Committee Meeting.**

**B. Parking Lot Repairs**

Jennifer Drinka will be meeting with Jim Keim, Antioch's Village Administrator to discuss the parking lot repairs. Jennifer hopes to have the parking lot repaired in September.

**C. Closed Session – Minutes of Closed Sessions**

Thomas Hausman moved and Bruce Padbury seconded the motion to go into closed session at 8:20 p.m. to discuss Minutes of Closed Sessions, Personnel, and Salary Proposals.

Thomas Hausman moved and Mary Kay McNeill seconded the motion to return to regular session at 8:43 p.m. All voted aye.

**D. Resolution to Make Certain Closed Session Meeting Minutes Available for Public Inspection 17-3**

Thomas Hausman moved and Andrew Napier seconded the motion for Resolution 17-3 to make certain closed session meeting minutes are open to the public. All voted aye.

Gene LeFave moved and Andrew Napier seconded the motion to accept the new maintenance/custodian job descriptions. All voted aye.

Thomas Hausman moved to accept the salary proposal as amended be accepted. There is a 2% raise and maintenance pay is revised to custodian pay grade 4 and maintenance manager is revised pay grade 8 to reflect the additional job duties on the revised job description. There is a 4% raise to Becky Jacobson based on education. 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**

Andrew Napier moved and Mary Kay McNeill seconded the motion to adjourn at 8:56 p.m. All voted aye.



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Mary Kay McNeill, Secretary

