



www.apld.info

## **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 Thomas Hausman Tuesday, June 27, 2017 at 7:01 p.m. in the Board Room at the library.**

**Present:**

- **Library Board Members: Ken Barnett, Andrew Napier, Cinde DeBoer, James Santi and Thomas Hausman**
- **Absent Board Members: Mary Kay McNeill and Gene LeFave**
- **Library Staff Members: Jennifer Drinka, Kathy Deaner and Amy Blue**

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

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

**Andrew Napier moved and Cinde DeBoer seconded a motion to approve the May 30, 2017 Library Director 6-month evaluation Minutes. All voted aye.**

**III. Approval of Bills and Payroll**

**Cinde DeBoer moved and James Santi seconded a motion to approve the bills and payroll for the month of June 2017. Cinde DeBoer asked if it cost money to use the credit card software. Jennifer Drinka explained that it does but that we had budgeted for it. On a roll call vote: James Santi, aye; Ken Barnett, aye; Andrew Napier, aye; Cinde DeBoer, aye; and Thomas Hausman, aye.**

**IV. Treasurer's Report**

**Andrew Napier stated that there was \$1,750,000 in the bank and that we paid off a second interest on one bond last week. Andrew also thanked Kathy**



Deaner for her patience as he learned how to initiate his first payroll.

## V. President's Comments

Thomas Hausman stated that he was happy with the Minutes from last month. He also said that he was happy everything is moving along with the new Board. Thomas commented that Ann Kakacek is a hard President to follow.

## VI. Notices and Communications

### A. Thank You from Ann Kakacek

Thomas Hausman read a thank you card from Ann Kakacek, former Board President, thanking the Board for her wonderful retirement gifts: flowers, gold library card, and a gold rock to be placed on the library wall in the entrance way memorializing her years of service.

### B. Rotary Club Donation

Thomas Hausman read a letter from Rotary Club Treasurer, Joann Osmond, to the Antioch Public Library District approving a donation of \$1,000. Thomas asked Jennifer Drinka if she sent a thank you to the Rotary Club. Jennifer responded yes.

### C. County Clerk Assessed Valuation

Thomas Hausman read a letter from Carla Wyckoff, County Clerk the assessed value of all property as equalized by the Department of Revenue. The assessed value stated was \$635,371,965. Andrew Napier asked how much does the library usually get. Jennifer Drinka stated that the library gets approximately \$2,500,000 a year.

Thomas Hausman also read a thank you card from a patron thanking Amy Blue for hosting the Monday night meditation classes. She stated the classes are very helpful and the instructor is knowledgeable and compassionate.

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

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

**Jennifer Drinka mentioned to the Board that there has been a strong smell of gas in the Children's Story Room. It is an intermittent occurrence. Jennifer stated that the former maintenance staff, TRANE, and Nicor have all looked into it. The current Maintenance manager is now looking into it as well.**

### **B. Personnel Changes**

**Jennifer Drinka stated that Bill Jones and Jaimie North have been hired part-time in our Maintenance/Custodian department.**

**Andrew Napier moved and Ken Barnett seconded the motion to accept the new hires. All voted aye.**

### **C. Director's University**

**Jennifer Drinka stated that she recently attended Director's University in Springfield. Jennifer passed a handout to the Board with topics that were featured at the various seminars. Jennifer highlighted and went into further explanation of the topics: Key Takeaways, Legal, Financial, Policies, Security & Maintenance, and Systems & State Library. Attached to these Minutes is a copy of the handout in complete detail.**

### **D. Summer Reading Program**

**Amy Blue reported the following participation to date: the Teen Summer Reading Program has 193 registrants, the Adult Summer Reading Program has approximately 444 registrants, and the Children's Summer Reading Program has 591. These numbers are up slightly from last year. Amy also stated that the Board is allowed to participate in the public reading program.**

### **E. E-Commerce/Credit Card payments**

**Jennifer Drinka reported that we would have a soft roll out on July 1 for credit card payments. Our website will explain how to pay fines and get**

refunds. Jennifer reassured the Board that the library would not handle or save any credit card information from any patron.

## **VIII. New Business**

### **A. Board Corner**

- **James Santi mentioned that there will be a book coming out soon with pictures of Ann Kakacek's father and Red Grange, American football player. He said that Ann would let us know so that we could add it to our collection.**
- **Cinde DeBoer inquired about a patron comment regarding the library not printing legal size documents. Amy Blue responded that we do on our copiers but not on the printers in the lab. She also asked about a comment from a patron inquiring about launch pads, which Lake Villa has. James Santi said that he would go to Lake Villa before the next Board meeting and look at them and see if Antioch wants to consider them.**
- **Andrew Napier asked Jennifer where we are in the process of hiring a PC Support Specialist. Jennifer stated that interviews start tomorrow.**

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

**There were no citizens' comments.**

### **C. Staff Comments**

**Jennifer Drinka stated that she attended a Rotary mixer at Tom Hausman's house. She said that Tom and his wife Cathy were very nice hosts.**

### **D. RAILS Update**

**Jennifer Drinka stated that there was not much to report. The Director of RAILS at the University is working on new Standards.**

### **E. Friends**

**There was no Friends report.**

#### **F. My Media Mall Intergovernmental Agreement**

Jennifer Drinka stated that this was an agreement that we needed to sign if we wanted to continue to be able to download e-Books via My Media Mall. Cinde DeBoer asked if there was a fee for this. Amy Blue responded that it is included from being a member of the consortium. James Santi moved and Andrew Napier seconded the motion to accept the My Media Mall Intergovernmental Agreement. All voted aye.

#### **G. Family and Medical Leave Act (FMLA) Policy**

Cinde DeBoer recommended in-laws be included as immediate family found on page one of the policy. The policy currently lists spouse, parent, or child. The Board concurred. Jennifer Drinka will make the change. James Santi inquired about the phrasing on page 5 under Notices & Requirements that the employee is required to give 30-day notice. Since this may not be feasible all the time, James recommends changing the wording to 'may be required'. The Board concurred. Jennifer Drinka will make the change. James Santi moved and Cinde DeBoer seconded the motion to accept the FMLA policy as amended with the two changes. All voted aye.

#### **H. 17-3 Ordinance for Prevailing Wage**

Andrew Napier moved and James Santi seconded the motion to accept Ordinance 17-3 for Prevailing Wage. All voted aye.

#### **I. 17-4 Building Fund Ordinance**

Jennifer Drinka stated that this Ordinance needs to be passed every year. Andrew Napier asked Jennifer what this Ordinance was. Jennifer explained that in order to Levy for the Building fund this Ordinance needs to be passed every year or we could let it go to referendum to vote and potentially not get passed. Andrew asked how much do we usually get in the Building fund. Jennifer Drinka stated that this year we have around \$106,000. James Santi moved and Ken Barnett seconded the motion to pass Building Fund Ordinance 17-4. All voted aye.

#### **J. Appoint Secretary's Audit Committee**

**James Santi and Andrew Napier volunteered to be on the Secretary's Audit Committee.**

#### **K. Honoring Ann Kakacek**

**Thomas Hausman asked for discussion to see if there was a place in the library to dedicate to Ann Kakacek for her years of service on the library Board. After much Board discussion, it was decided to dedicate the Board room to Ann Kakacek with a plaque outside the door. Thomas Hausman recommended spending no more than \$300 on a plaque and possible refreshments for a simple dedication. James Santi moved and Andrew Napier seconded the motion to dedicate the Board room to Ann Kakacek with a plaque for the door and possible refreshments for a dedication. On a roll call vote: Ken Barnett, aye; Andrew Napier, aye; Cinde DeBoer, aye; James Santi, aye; and Thomas Hausman, aye.**

#### **L. Security System**

**Jennifer Drinka asked if the library should consider purchasing a security system for the possibility of forced entry. Discussion was had whether or not the library should have a security system since it has gone this long without one and without incident. The Board concurred that this was not something that was needed immediately. Cinde DeBoer asked Jennifer Drinka to investigate the cost and bring back to the Board for further discussion.**

### **IX. Unfinished Business**

#### **A. Transfer of Funds from General Fund to Bond Repayment (\$232,585)**

**Andrew Napier moved and Cinde DeBoer seconded a motion to transfer \$232,585 from the General Fund to the Bond Repayment Fund. On a roll call vote: Cinde DeBoer, aye; James Santi, aye; Ken Barnett, aye; Andrew Napier, aye; and Thomas Hausman, aye.**

**B. Community Survey and Strategic Plan**

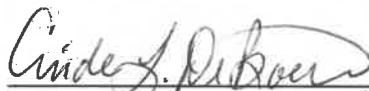
**Amy Blue explained that the library was going to do their Community Survey between July 20 – July 30. She said that staff and volunteers would be passing out the survey in the library and at off-site events (the taste and at the pool party.) Amy asked for Board volunteers to help and will be emailing them a schedule with dated time slots.**

**C. Resolution for Committing Fund Balance 17-4**

**Andrew Napier moved and James Santi seconded the motion to accept Resolution 17-4 for Committing Fund Balance. On a roll call vote: Cinde DeBoer, aye; James Santi, aye; Ken Barnett, aye; Andrew Napier, aye; and Thomas Hausman, aye.**

**X. Adjournment**

**Andrew Napier moved and James Santi seconded the motion to adjourn at 8:46 p.m. All voted aye.**



---

**Cinde DeBoer, Secretary**

