



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, May 30, 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, Becky Jacobson, Matt Goloski**
- **Citizens: James Santi and Kenith Barnett**

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

There was an amendment to the section regarding approval of the personnel proposal. The sentence that read, "there is a 2% raise" should read "there is a 2% raise except for those who are at the top of their pay grade." Mary Kay McNeill moved and Andrew Napier seconded a motion to approve the April 2017 Minutes of the Antioch Public Library District Board of Trustees Meeting as amended. All voted aye.

Thomas Hausman moved and Mary Kay McNeill seconded the motion to approve the April 25, 2017 Executive Session Minutes. All voted aye.

Andrew Napier moved and Thomas Hausman seconded the motion to approve the April 17, 2017 Personnel Committee Minutes. All voted aye.

Thomas Hausman moved and Andrew Napier seconded the motion to approve the May 22, 2017 Budget Committee Minutes. There was discussion about Minutes being approved before the proposal came to the Board. It was explained that approving the Minutes is separate from voting for the recommendation. All voted aye.



B. Swearing in of new trustees

Ann Kakacek asked Mary Kay McNeill to lead Andrew Napier, James Santi and Kenith Barnett in the recitation of the Oath of Office. She did so individually in that order.

C. Adjournment of outgoing Board sine die

Ann Kakacek asked for a motion to adjourn sine die. Thomas Hausman moved and Gene LeFave seconded the motion to adjourn sine die. All voted aye.

D. Seating of new Board

New Board was seated with Ann Kakacek and Bruce Padbury vacating the table.

The meeting adjourned at 7:10 p.m.

E. Call to order/attendance

Present:

- **Library Board Members: Andrew Napier, Kenith Barnett, Gene LeFave, Mary Kay McNeill, James Santi, and Thomas Hausman**
- **Absent Board Members: Cinde DeBoer**
- **Library Staff Members: Jennifer Drinka, Amy Blue, Becky Jacobson, Matt Goloski**
- **Citizens: Ann Kakacek and Bruce Padbury**

F. Appointment of President Pro Tem

Current Vice-President Thomas Hausman asked for recommendations for the appointment of a President Pro tem to serve as temporary president while we sought nominations for the Board President. James Santi recommended Thomas Hausman to serve as President Pro tem. All voted aye.

G. Election of Board Officers

President Pro Tem then announced nominations are now in order for the office of Board President to serve a two-year term. It was stated by President Pro tem Hausman that any board member can make a nomination, including self-nominations. A second is not required. Gene LeFave said "I nominate Thomas Hausman to serve as Board President." President Pro tem asked if there were any more nominations. There were none. Thomas Hausman said "Hearing no other nominations, the nominations for the Office of President are now closed." James Santi moved and Gene LeFave seconded the motion to nominate Thomas Hausman to serve as Board President for a two-year term. On a roll call vote: Andrew Napier, aye; Kenith Barnett, aye; Gene LeFave, aye; Mary Kay McNeill, aye; James Santi, aye; and Thomas Hausman, aye.

Thomas Hausman then announced nominations are now in order for the office of Board Vice-President to serve a two-year term. Again, it was stated that any board member can make a nomination, including self-nominations. A second is not required. Gene LeFave said "I nominate Mary Kay McNeill to serve as Board Vice-President." Thomas Hausman asked if there were any more nominations. There were none. Thomas Hausman said "Hearing no other nominations, the nominations for the Office of Vice-President are now closed." Andrew Napier moved and Gene LeFave seconded the motion to nominate Mary Kay McNeill to serve as Board Vice-President for a two-year term. On a roll call vote: Kenith Barnett, aye; Gene LeFave, aye; Mary Kay McNeill, aye; James Santi, aye; Andrew Napier, aye; and Thomas Hausman, aye.

Thomas Hausman then announced nominations are now in order for the office of Board Secretary to serve a two-year term. It was stated that any board member can make a nomination, including self-nominations. A second is not required. Gene LeFave said "I nominate Cinde DeBoer to serve as Board Secretary." Thomas Hausman asked if there were any more nominations. There were none. Thomas Hausman said "Hearing no other nominations, the nominations for the Office of Secretary are now closed." Mary Kay McNeill moved and James Santi seconded the motion to nominate Cinde DeBoer to serve as Board Secretary for a two-year term. On a roll call vote: James Santi, aye; Andrew Napier, aye; Kenith Barnett, aye; Gene LeFave, aye; Mary Kay McNeill, aye; James Santi, aye; and Thomas Hausman, aye.

Thomas Hausman then announced nominations are now in order for the office of Board Treasurer to serve a two-year term. It was stated that any board member can make a nomination, including self-nominations. A second is not required. Mary Kay McNeill said "I nominate Andrew Napier to serve as Board Treasurer." Thomas Hausman asked if there were any more nominations. There were none. Thomas Hausman said "Hearing no other nominations, the nominations for the Office of Treasurer are now closed." Kenith Barnett moved and James Santi seconded the motion to nominate Andrew Napier to serve as Board Treasurer for a two-year term. On a roll call vote: Gene LeFave, aye; Mary Kay McNeill, aye; James Santi, aye; Andrew Napier, aye; Kenith Barnett, aye; and Thomas Hausman, aye.

H. Thank outgoing members

Thomas Hausman expressed his thanks to Bruce Padbury for his four years of service and presented him with a book clock as a gift. Bruce said it has been a joy and he would have continued if it were not for health reasons.

Ann Kakacek served 43 years on the Board with 39 years as President. Ann expressed her confidence that this Board will be great. She was presented with a gold library card that never expires. Thomas Hausman gave a speech likening this Board who is building on the rock of Ann's service, like Jesus in the New Testament said "Upon this rock (meaning Peter) I will build my church". Ann has been a strong foundation for the current Board to build upon. Ann was presented with a rock engraved with her years of service that will be mounted under the giving tree in the foyer of the library. Ann Kakacek and Bruce Padbury left the meeting at 7:35 p.m.

III. Approval of Bills and Payroll

Gene LeFave moved and James Santi seconded a motion to approve the bills and payroll for the month of May 2017. On a roll call vote: Kenith Barnett, aye; Andrew Napier, aye; James Santi, aye; Mary Kay McNeill, aye; Gene LeFave, aye; and Thomas Hausman, aye

IV. Treasurer's Report

There was no Treasurer's report. Jennifer Drinka stated that there needs to be new signature cards at the bank to reflect the new Board. She said that Ann Kakacek and Gene LeFave would come off and Andrew Napier needs to

be added. Thomas Hausman and Mary Kay McNeill were already on.

V. President's Comments

Tom Hausman gave a report on the meeting he recently attended for trustees at the Oak Lawn Public Library. The speaker was a former ALA president. He spoke on the topic of understanding the issues when you go for an expansion. He gave several points as listed: (1.) you have to understand the process and where you get funding. If we have to go for referendum, we will have to make the case in the community for more funding or we can reissue our bonds, which are up in 2021. The speaker also stressed the importance of making sure the public knows it is for the kids—the public library serves the future citizens. The speaker also said not to be afraid to ask for money—the community is ready to give if it knows it is for a good cause. You have to get involved and get others involved when you are planning for an expansion. Thank everyone, even those who did not help so that the whole community feels included. We are doing what the speaker suggested by having local officials like the police and the mayor come to the library. Do not give up; if you have setbacks, try again. Have fun with this challenge. The speaker then gave seven reasons why libraries matter: 1. Libraries are busier than ever. 2. The key to our economic wellbeing is having the resources and the library is a resource. 3. it is best for the children—good parents take their kids to the library. 4. The library allows people to think for themselves. 5. Collective learning is better than private learning for all concerned. 6. We represent free expression. 7. The library gives you the most bang for your buck for your taxes.

VI. Notices and Communications

A. CLC LTA Program is sunsetting

CLC is discontinuing their LTA program because enrollment is down 46%--there are only 10 graduates a year and the job market is oversaturated with LTAs. It was a longstanding program and a loss to our profession. They will continue the program for those already enrolled.

B. Children's Department Thank Yous

Tom read a thank you card from Camp Crayon's 3-year-old class. They enjoyed their visit to the library.

Jessica Kanisua wrote a thank you note to Rachel thanking her for gathering her son's AR books for him.

C. Hi-Liter Article

Tom showed the issue of the Hi-Liter that featured Kathy LaBuda's children's department dedication.

VII. Librarian's Report

A. Overview of the month

Jennifer Drinka stated visits to the website are up 15% over last year and program attendance is up 6% over last year. Circulation is down 14% since this time last year.

Jennifer praised the upcoming Escape Room and thought it would be a big hit with the community.

She also mentioned how Coffee with a Cop is going well, bringing in greater communication between the library and other community entities.

B. Personnel

1. Will Yonushatis retired; his last day was last Thursday.
2. Emily Bronswick, Triston Cliff, and Jessica Greene are the Children's department summer clerks.
3. Roy Olnhausen is the new Maintenance Manager who started last week.
4. Matt Goloski gave his two-week notice today; he will be moving to Belleville, IL.
5. There are still two part-time custodian positions open.

Andrew Napier moved and Mary Kay McNeill seconded the motion to accept all the personnel changes. All voted aye.

C. Fourth of July Parade

The library has been invited to participate in this year's 4th of July parade; we have not participated in a while due to staffing issues; staff used to volunteer but because of Labor laws, must be paid for their work. A committee is forming to plan the library's participation; we will try to

work around schedules to minimize extra hours. Tom Hausman offered his convertible—participation is limited to 2 vehicles and 10 walkers, unless there is a float. Gene asked if the library had the budget to participate and Jennifer assured him we did; that there was a little extra in personnel if we needed extra hours. James Santi moved and Gene LeFave seconded the motion for the library to participate into the parade. All voted aye. James Santi also suggested anime club members could participate as volunteers.

D. Mobile Booster

The mobile booster for the library's lower level paid for by last year's per capita grant, installation paid for by Friends, is up and running and the library is already seeing the benefits.

E. Reaching Forward

8 staff went to Reaching Forward which is a local conference for support staff. Jennifer shared the article from *RealSimple* magazine with five reasons the world is a wonderful place with number one being: Libraries still exist.

VIII. New Business

A. Board Corner

- Gene LeFave stated that he has listened to over 1100 audiobooks!
- James Santi asked if Board members could be entered in basket drawings for SRP—we are looking into it. He also suggested publicizing the out of state library card more as a revenue source. Becky said many Wisconsin residents use the library for programs or computers but use Kenosha County system for materials.

B. Staff Comments

Matt Goloski expressed his gratitude for everyone who works here especially Paula and said how much he has enjoyed working here.

C. Friends' Report

Friends made about \$900 at their recent sale. There will not be a meeting over the summer.

D. Citizen's Comments

There were no citizen's comments.

E. Ordinance 17-1, Non-Resident Fee

Before non-resident fee was voted on, Mary Kay McNeill was appointed Secretary Pro-tem by Thomas Hausman.

Gene LeFave moved and Andrew Napier seconded the motion to approve non-resident fee ordinance.

Jennifer Drinka explained the process by which we calculate our non-resident fee. There are other ways to do it by Illinois law, but the way we do it results in the lowest fee. We look at our total revenue and then divide that by the latest census (2010) population. Then we multiply that amount by what the census says is the average family size in our district. This year that amount is \$307. On a roll call vote: Mary Kay McNeill, aye; James Santi, aye; Andrew Napier, aye; Kenith Barnett, aye; Gene LeFave, aye; and Thomas Hausman, aye.

F. Ordinance 17-2, Meeting Dates

The meeting dates for the coming 12 months will be the last Tuesday of the month EXCEPT for October and December. To avoid holidays, those will be on the second to last Tuesday, October 24 and December 19 respectively. Andrew Napier moved and Mary Kay McNeill seconded the motion to approve the Meeting Date Ordinance. On a roll call vote: Kenith Barnett, aye; Gene LeFave, aye; Mary Kay McNeill, aye; James Santi, aye; Andrew Napier, aye; and Thomas Hausman, aye.

G. In-service Day September 15

Jennifer Drinka requested we close on Friday September 15, 2017 for our annual in-service day and to give the parking lot crew a chance to do the whole lot. James Santi moved and Mary Kay McNeill seconded the motion to approve the closure. All voted aye.

IX. Unfinished Business

A. 2017-2018 Budget Committee and Budget Approval

Mary Kay McNeill moved and Andrew Napier seconded the motion to approve the 2017-2018 budget as presented. Mary Kay mentioned the budget included \$8300 to start accepting credit cards, but this has been much requested. In addition, it has increased by 10% but this represents the parking lot improvements and the community survey and strategic plan. Cinde DeBoer emailed Jennifer with one correction: 1-32 should be \$1,000 not \$10,000 and gifts and memorials should be \$10,000 not \$1000. On a roll call vote: James Santi, aye; Andrew Napier, aye; Kenith Barnett, aye; Gene LeFave, aye; Mary Kay McNeill, aye; and Thomas Hausman, aye.

X. Adjournment

Gene LeFave moved and James Santi seconded the motion to adjourn at 8:29 p.m. All voted aye.

Deceased 7/02/2017



~~Mary Kay McNeill, Secretary Pro-tem~~

Cinde DeBoer, Secretary

