

# Antioch Public Library District

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## 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 Ann Kakacek at 7:00 p.m. on Tuesday, April 29, 2008, in the Board Meeting Room at the library.

### Present:

- **Library Board Members:** Ann Kakacek, Betsy Houghton, Thomas Hausman, Gene LeFave, Lori Bruce, and Mary Kay McNeill
- **Absent:** Kerry Astar
- **Library Staff Members:** Kathy LaBuda, Cinde DeBoer, Gerianne Smouse, and Joan Padbury
- **Visitors:** Bruce Padbury, Ed Abderholden, Diana Camp, Glenn Camp, Aileen Biel, Linda Peterson, Gene Kryczka, Philip Dahl, and Peter Grant

Since many visitors were present to express their interest with the Meeting Room policy of the library, Ann Kakacek suggested that this policy be discussed immediately.

Thomas Hausman submitted a letter from Jo Ann Osmond asking for the Board's consideration to allow political organizations to use the library facilities. He also provided a letter signed by 11 constituents asking the Board to amend the Meeting Room policy by adding the word "civic" to its first sentence to make it possible for political parties to use the library facilities. The amended policy would read, "It is the Policy of the Antioch Public Library District to make its meeting room available to non-profit organizations for educational, cultural, intellectual, charitable, or *civic* activities." The Board discussed the positives and negatives of this proposal. Betsy Houghton moved, and Thomas Hausman seconded a motion to add the

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word "civic" to the Meeting Room policy and to present the revised policy at the next meeting for approval. All voted aye with the exceptions of Gene LeFave who voted nay and Lori Bruce who abstained.

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

Thomas Hausman moved and Lori Bruce seconded a motion to approve the March 25, 2008, Minutes of the Antioch Public Library District Board of Trustees meeting as corrected. All voted aye.

Thomas Hausman moved and Lori Bruce seconded a motion to approve the March 25, 2008, Executive Session Minutes of the Antioch Public Library District. All voted aye.

**III. Approval of Bills and Payroll**

Betsy Houghton moved to accept the bills and payroll for the month of April 2008; Lori Bruce seconded the motion. On a roll call vote: Thomas Hausman, aye; Gene LeFave, aye; Lori Bruce, aye; Mary Kay McNeill, aye; Betsy Houghton, aye; and Ann Kakacek, aye.

**IV. Treasurer's Report**

Betsy Houghton reported that Ronald T. Ciucci, AmericaUnited Bank president, and two representatives – Mary Owens and Noreen Sheen – came to the library and met with Ann Kakacek, Kathy LaBuda, Cinde DeBoer, and her to discuss uploading the payroll online and the securities pledged needed to be increased.

**V. President's Comments**

Ann Kakacek talked with Shelly Casella from the auditing firm Eder, Casella & Co., contracted by the library, to discuss the new auditing standards, in particular; the required actuarial of insurance standard and the subsequent costs of such a study. Ann Kakacek gave Kathy LaBuda the information for a reputable firm, supplied by Ms. Casella, stating that the cost of the actuarial to be approximately \$2,000-\$2,500.

Ann Kakacek also asked Kathy LaBuda if the Antioch telephone book had the correct phone number for the library. Kathy LaBuda responded that the

number is correct, but a few other editions of the phone book have an outdated number.

## **VI. Notices and Communications**

### **A. Notice of Village Annexation**

The Board discussed the Notice of Public Hearing Concerning Annexation to the Village file number PAB 07-11-ANX.

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

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

Kathy LaBuda gave an overview of the departmental reports and the March 2008 library statistics. She also supplied the Board with information on upcoming NSLS workshops for Trustees' educational development. An application for the magazine "Public Libraries" was presented to the Board; if interested, a group discount would apply.

### **B. Personnel Changes**

#### **Hired:**

Eleanor Sorenson, Circulation Clerk

#### **Resigned:**

Tom Patton

Lori Bruce moved to approve the personnel changes, Thomas Hausman seconded the motion. All voted aye.

### **C. Tuition Policy Questions**

Tuition reimbursement for part time employees wanting to obtain a bachelor's or master's degree was discussed. Past practice has been:

- 1) 100% reimbursement for full-time employees working on an associate's, bachelor's, or master's degree and achieving a grade of A, B, or C in the class.
- 2) Part-time employees attending the College of Lake County to

obtain a Library Technical Assistant Certificate or an associate's degree have been fully reimbursed when achieving an A, B, or C in the class.

Ann Kakacek suggested Kathy LaBuda gather price information from colleges and report her findings regarding tuition at the May 2008 Board meeting.

**D. Memorial Day/Labor Day Sunday/Monday Closings**

Since the library is now opened every Sunday of the year, Kathy LaBuda asked to close the library on the Sunday before Memorial Day and the Sunday before Labor Day to observe the holidays. Betsy Houghton moved, and Mary Kay McNeill seconded a motion to close the library on the Sunday before Memorial Day and the Sunday before Labor Day. All voted aye.

**E. Per Capita Grant Requirements**

Kathy LaBuda explained to the Board the requirements for the 2008-09 Per Capita Grant, highlighting the submission of the Statement of Economic Interest by all Trustees, the Ethics Statement, and the development of a "Going Green" environmental plan.

**F. Public Relations**

Gerianne Smouse, Public Relations Department, distributed a list of her various publicity campaigns and promotions for the library. The Board extended their satisfaction with her accomplishments.

**VIII. New Business**

**A. Board Corner**

- Price comparison for the 2007-08 fiscal year's audit was discussed. Kathy LaBuda obtained three estimates: Eder, Casella, & Co., Milburn Cain, and Knutte; and since Eder, Casella, & Co. submitted the lowest estimate, the Board decided to stay with Eder, Casella, & Co.
- Lori Bruce wanted to revisit the Meeting Room policy discussion:

- She asked Gene LeFave to share his reasoning for voting nay to include the word “civic” to the Meeting Room policy verbiage. Gene LeFave based his decision on the definition of a not-for-profit organization, saying that his belief is that a donation to a political party cannot be tax deductible; therefore, is not truly a non-profit organization.
- She also asked Thomas Hausman if he thought he should excuse himself from discussion and voting on this issue due to a conflict of interest, as stated by the library attorney in a letter to Kathy LaBuda.
- The Board asked Kathy LaBuda to contact Lake Villa Library and inquire about how their policy is written to include tutors, but not for businesses.
- The Board suggested the inclusion in library policy of the definition of non-profit organizations as defined by the Internal Revenue Service.
- The American Library Associations recommends placing a sign near the meeting room stating that the library does not advocate or endorse the viewpoints of meetings or meeting room users.
- Both the positive and negative future impact of the library facilities should be investigated.
- Kathy LaBuda discussed the possibility of drafting a policy of rules and regulations for election practices regarding campaigning for an elected office while at the library.

**B. Citizen’s Comments**

There were no citizen’s comments.

**C. Friends’ Report**

There was no Friends’ report

**D. Foundation Report**

Kathy LaBuda read a letter to the Board from Stephen Daniels, LCF Board of Directors, that gave an update of the progress of the now defunct North Suburban Library System Foundation investigation.

**E. Staff Comments**

There were no staff comments

**F. 2007 Levy**

Kathy LaBuda reported that the General Fund would be enhanced by \$106,216 and the Building Fund by \$23,087.

**IX. Unfinished Business**

**A. Personnel Salaries Committee  
Closed Session for Director Evaluation**

Kathy LaBuda highlighted the following personnel salaries recommendations:

- To create two new part-time positions in the Children's Department, a paraprofessional and a clerk
- To increase Rosemary Helgesen's acquisition clerk's position to a paraprofessional position
- For a 6% across the board wage increase
- For Pages' to receive a minimum wage increase of \$0.25 with an additional 3% increase for those working more than one year
- To offer the flexible spending plan to all library employees

Mary Kay McNeill moved, and Lori Bruce seconded a motion to accept the Personnel Salaries Committee's recommendations in its entirety. On a roll call vote: Betsy Houghton, aye; Thomas Hausman, aye; Gene LeFave, aye; Lori Bruce, aye; Mary Kay McNeill, aye; and Ann Kakacek, aye.

Lori Bruce moved, and Thomas Hausman seconded a motion to go into Executive Session for the Director Evaluation at 8:33 p.m. All voted aye.

The Board returned to the public meeting at 8:45 p.m. Upon return, Ann Kakacek complimented Kathy LaBuda on her excellent leadership abilities, budgetary aptitude, foresight, and providing thorough information to the Board promptly when requested. All agreed that

**Kathy LaBuda has provided outstanding job performance.**

**Thomas Hausman moved, and Lori Bruce seconded a motion to increase the director's salary by 6% for the fiscal year 2008-09. On a roll call vote: Gene LeFave, aye; Lori Bruce, aye; Mary Kay McNeill, aye; Betsy Houghton, aye; Thomas Hausman, aye; and Ann Kakacek, aye.**

**B. Appoint Budget Committee**

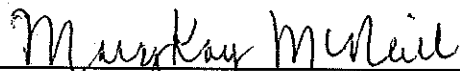
**Betsy Houghton and Mary Kay McNeill volunteered to be on the Budget Committee. Kerry Astar will be contacted to see if she would be willing to serve on the committee. The Budget Committee will set a date to convene at the May 2008 meeting.**

**C. Meeting Room Policy**

**The Meeting Room Policy was discussed at the start of the Board meeting.**

**XI. Adjournment**

**Betsy Houghton moved and Mary Kay McNeill seconded a motion to adjourn at 8:53 p.m. All voted aye.**



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**Mary Kay McNeill, Secretary**

