

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, February 29, 2008, in the Board Meeting Room at the library. Ann Kakacek appointed Kerry Astar Secretary Pro tem in Mary Kay McNeill's absence.

Present:

- Library Board Members: Ann Kakacek, Kerry Astar, Thomas Hausman, ~~Gene LeFave~~, and Lori Bruce
Absent: Mary Kay McNeill and Betsy Houghton, *Gene LeFave*
- Library Staff Members: Kathy LaBuda, Cinde DeBoer, Kim Zupkoff, Jane Connors-Geddes, and Joan Padbury
- Visitors: Bruce Padbury

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

Lori Bruce moved and Thomas Hausman seconded a motion to approve the January 29, 2008, Minutes of the Antioch Public Library District Board of Trustees meeting. All voted aye.

III. Approval of Bills and Payroll

Lori Bruce moved to accept the bills and payroll for the month of February 2008; Thomas Hausman seconded the motion. Discussion included:

- The Board agreed that the new organization of the Bill List, sorting from the largest amount to the least, should be continued.

- Kathy LaBuda advised the Board that no February gas bill has been received and that Ken Falkenham, our coop representative, will be calling her with an explanation.
- Kathy LaBuda answered the Board's questions that the vendor, CDW, is where the library purchases computers and electronic devices; and that the vendor, Ingram, is where the library purchases books.

On a roll call vote: Kerry Astar, aye; Thomas Hausman, aye; Gene LeFave, aye; Lori Bruce, aye; and Ann Kakacek, aye.

IV. Treasurer's Report

Kathy LaBuda said the AmericaUnited Bank has been talking about eventually transmitting payroll direct deposit via the internet. She will keep the Board informed of further developments.

V. President's Comments

Ann Kakacek expressed her compliments on the new organization of the Bill List. She also voiced her concern about Neuman Homes' request for impact fee reimbursements and will continue the discussion after their letter has been read under Roman numeral VI, Notices and Communications.

VI. Notices and Communications

A. Letter from Neuman Homes

Newman Homes requested impact fees of \$742 be reimbursed because of their bankruptcy status. Kathy LaBuda has contacted the Village to inquire if the library is required to refund the fees. The Village is not going to refund the fees and suggested that the library do the same. The Board agreed that Kathy LaBuda should ask the Village attorney to handle this situation for the library.

B. Service Awards

1. Kim Zupkoff

Ann Kakacek congratulated Kim Zupkoff for five years of outstanding service and presented her with a recognition certificate and a \$50 savings bond. Kim Zupkoff thanked the Board and expressed her appreciation for supporting her education these last three years that has enabled her achievement of an associate's degree this spring.

2. Jane Connors-Geddes

Ann Kakacek congratulated Jane Connors-Geddes on five years of outstanding service and presented her with a recognition certificate and a \$50 savings bond.

VII. Librarian's Report

A. Overview of Reports

Kathy LaBuda gave an overview of the departmental reports and the February 2008 library statistics. The Reference Report shows zero change from the previous year because different criteria are being utilized for the report.

B. Personnel Changes

Resignations:

Sarah Wagner, Page

Hired:

Venice Davidian, Reference Paraprofessional
Venice has fifteen years of library experience

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

C. Fox Lake Library Referendum

Kathy LaBuda shared pictures of the new Fox Lake Library that is being built due to the passage of a recent referendum. It will feature approximately 41,000 square feet at a cost of fifteen million dollars.

D. Proposed Seal Revision

Kathy LaBuda proposed changing the library seal. Two illustrations were shown with the Board choosing the one having a zigzag circle within a circle. Thomas Hausman moved and Lori Bruce seconded a motion to approve the new library seal. All voted aye.

E. Book Challenge, The A-List

A patron challenged the placement of the book, *The A-List*, in the YA department due to offensive language. It was the recommendation of the library review committee to keep the book in its present location. The Board agreed with the review committee's decision.

F. Employee Flex Spending Account

Kathy LaBuda informed the Board that an employee did not use the entire amount dedicated to his/her flex spending account. The Board agreed that the money be put in the cost of administration of the plan.

VIII. New Business

A. Board Corner

- Thomas Hausman inquired about the grant that would require a combined effort of PM&L, the library, and the Historical Society to feature a mutual literary work. Kathy LaBuda responded that the library would like to wait a year to provide ample time for preparation.

- The Board decided against providing a coat rack requested on the Patron Comment Report due to lack of space as well as the necessitation a disclaimer in the event of lost garments.
- Discussed was a patron comment to separate the movie DVDs from the television DVDs, and it was decided to leave the collection as is.

B. Citizen's Comments

Bruce Padbury suggested the Board consider building a second floor to the library due to the increased material circulation and program attendance. It was discussed that the last library referendum was in 1998 and that the library had the right of first refusal if the Village were to sell their property behind the library.

C. Friends' Report

There was no Friends' report

D. Foundation Report

There was Foundation no report.

G. Appoint Personnel Committee

Thomas Hausman and Kerry Astar volunteered to be on the Personnel Committee; Betsy Houghton and Mary Kay McNeill will be asked to participate; and Ann Kakacek said she would like to attend the meeting. The meeting was scheduled for 7 p.m. on Tuesday, April 1, 2008, in the Board Meeting Room at the library.

IX. Unfinished Business

A. Ethics Ordinance

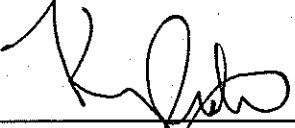
Ann Kakacek and Kathy LaBuda will revise the sample Ethics Ordinance at 10 a.m. on Friday, March 7, 2008. A copy of the scaled down ordinance will be available at the next meeting for the Board to review.

B. Long Range Planning

The long range planning discussion was tabled until next month when the entire Board will be present. Some ideas were a drive up window and book mobile.

X. Adjournment

Kerry Astar moved and Lori Bruce seconded a motion to adjourn at 7:55 p.m. All voted aye.



Kerry Astar, Secretary Pro tem