

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, January 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, Betsy Houghton, Thomas Hausman, Gene LeFave; Lori Bruce arrived at 7:05 p.m. and Mary Kay McNeill at 7:50 p.m.
- **Library Staff Members:** Kathy LaBuda, Cinde DeBoer, Carol Weberg, and Joan Padbury
- **Visitors:** Julie Gommel Bailey and Linda Novotny

Thomas Hausman made a motion to amend the agenda to allow Julie Gommel Bailey and Linda Novotny present the Northern Illinois University Survey Lab Report. Betsy Houghton seconded the motion. All voted aye. Copies of the survey presentation and results have been placed in the Minutes. Julie Gommel Bailey and Linda Novotny emphasized the excellent service rating given the library. They also offered the following suggestions:

- To improve the registration process for library programs
- Make available additional study areas for teens to minimize disruptions in quiet areas
- Encourage Web site usage
- Publicize Ask Away and IM reference help

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- **Consider self check-out scanners**
- **Utilize the library's well-read newsletter to advertise new services and to highlight underused ones**

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

Betsy Houghton moved and Gene LeFave seconded a motion to approve the November 27, 2007, Minutes of the Antioch Public Library District Board of Trustees meeting. All voted aye except Mary Kay McNeill, who abstained.

III. Approval of Bills and Payroll

Lori Bruce moved to accept the bills and payroll for the month of January 2008; Mary Kay McNeill seconded the motion. Gene LeFave requested that the bill list be sorted by amount rather than check number. On a roll call vote: Mary Kay McNeill, aye; Kerry Astar, aye; Betsy Houghton, aye; Thomas Hausman, aye; Gene LeFave, aye; Lori Bruce, aye; and Ann Kakacek, aye.

IV. Treasurer's Report

There was no Treasurer's report.

V. President's Comments

Ann Kakacek read a thank you note to the Board from Lorraine Bunn for acknowledging her retirement with a gift, distributed a box of chocolates given to the Board for her appreciation, and accepted the chocolate rose.

VI. Notices and Communications

A. Northern Illinois Survey Lab Report

The presentation was held at the beginning of the meeting.

B. Letter, NSLS, Nomination for Outstanding Library of the Year

Ann Kakacek read a letter to the Board from Sarah Ann Long of the North Suburban Library System, stating that although not the winner, she extends her congratulations to the Antioch Public Library District on being nominated for Library of the Year.

C. Letter, Sandra Shule

Ann Kakacek read a letter from Sandra Shule recognizing the changed behavior of staff members that now go out of their way to be helpful. Board comments included:

- What a great library we have**
- Awesome staff**
- Awesome Service**
- Keep up the good effort**

VII. Librarian's Report

A. Overview of Reports

Kathy LaBuda gave an overview of the departmental reports and the January 2008 library statistics.

B. Personnel Changes

Resignations:

Mary Linhart, Circulation Clerk

Brittany Miller, Page

Wendy Friedle, Public Relations

Trisha Gritzuk was promoted from substitute clerk to permanent part-time clerk. Gerianne Smouse was laterally moved from the reference department to the vacant public relation position.

Hired:

Carol Patterson, Reference Paraprofessional

C. Computer Lab Survey

The results of the Computer Lab Survey have been placed in the Minutes. Because of the extremely positive responses by the users' of the computer lab, the question concerning the library staff's customer service was highlighted. The tabulated results:

**0 Poor
0 Satisfactory
5 Good
9 Very Good
31 Excellent
1 Super Excellent**

D. Disaster Plan

The Disaster Plan was not presented.

E. Altercation

Two patrons were involved in a fistfight with the authorities being notified.

VIII. New Business

A. Board Corner

There were no comments.

B. Citizen's Comments

There were no comments.

C. Friends' Report

- The Friends' Group would like to make a donation to the library and are asking for suggestions.**
- They would like to purchase additional accelerated reading books for the children's library collection.**

- They will acquire a leaf in honor of Carol Sutton, an active member, who passed away from cancer.
- They would like to buy a new display case to replace the unstable one that they presently are using.

D. Foundation Report

There was no report.

E. Abatement Ordinances 08-1, 08-2

Gene LeFave moved to pass Abatement Ordinance 08-1: Lori Bruce seconded the motion. On a roll call vote: Lori Bruce, aye; Mary Kay McNeill, aye; Kerry Astar, aye; Betsy Houghton, aye; Thomas Hausman, aye; Gene LeFave, aye; and Ann Kakacek, aye.

Kerry Astar moved to pass Abatement Ordinance 08-2: Lori Bruce seconded the motion. On a roll call vote: Betsy Houghton, aye; Thomas Hausman, aye; Gene LeFave, aye; Lori Bruce, aye; Mary Kay McNeill, aye; Kerry Astar, aye; and Ann Kakacek, aye.

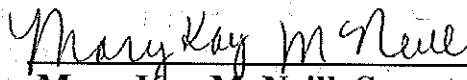
IX. Unfinished Business

A. Ethics Ordinance

It was decided to bring a draft of the revised Ethics Ordinance to the February meeting for the Board to review.

X. Adjournment

Lori Bruce moved and Gene LeFave seconded a motion to adjourn at 8:47 p.m. All voted aye.



Mary Kay McNeill, Secretary

