



# *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, March 25, 2008, in the Board Meeting Room at the library. Ann Kakacek appointed Betsy Houghton Secretary Pro tem in Mary Kay McNeill's absence.

### **Present:**

- **Library Board Members:** Ann Kakacek, Betsy Houghton, Thomas Hausman, Gene LeFave, Kerry Astar arrived at 7:05 p.m., and Lori Bruce at 7:20 p.m.  
**Absent:** Mary Kay McNeill
- **Library Staff Members:** Kathy LaBuda, Cinde DeBoer, Carol Weberg, and Joan Padbury
- **Visitors:** Bruce Padbury

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

Thomas Hausman moved and Gene LeFave seconded a motion to approve the February 26, 2008, Minutes of the Antioch Public Library District Board of Trustees meeting as corrected. All voted aye.

### **III. Approval of Bills and Payroll**

Betsy Houghton moved to accept the bills and payroll for the month of March 2008; Thomas Hausman seconded the motion. On a roll call vote: Thomas Hausman, aye; Gene LeFave, aye; Kerry Astar, aye; Betsy Houghton, aye; and Ann Kakacek, aye.

#### **IV. Treasurer's Report**

Betsy Houghton reported that she had to visit AmericaUnited Bank on numerous occasions to activate online banking for the library in anticipation of eventually transmitting payroll direct deposit via the internet. The library was originally established for individual access; additional paperwork was needed to allow money management access. She will keep the Board informed of further developments.

#### **V. President's Comments**

Since BlueCross BlueShield has not given insurance quotes for the 2008-09 fiscal year, Ann Kakacek changed the date of the Personnel Committee meeting from April 1, 2008, to April 15, 2008, at 7 p.m. in the Board Meeting Room at the library. Mary Kay McNeill will be notified of the change.

#### **VI. Notices and Communications**

##### **A. Per Capita Grant Award Letter**

The Secretary of State, Jesse White, awarded the Antioch Public Library District a FY2008 Illinois Public Library Per Capita Grant in the amount of \$31, 122.25. Some items that will be purchased are computers, a self-checkout machine, a software upgrade (YouSeeMore) for the Children's PAC, and the digitization of 100 years of the Antioch Review. The library has a letter of permission from the publisher of the Antioch Review, so no copyright infringement exists.

##### **B. Eder, Casella Audit Letter**

Eder, Casella & Co., the audit firm contracted by the library, sent a letter stating that there are ten new auditing standards that will apply to the audit this year and all future years.

- **Statements on Auditing Standards (SAS) No. 104-11 – The Risk Assessment Standards**
  - **These eight new auditing standards provide significantly enhanced guidance on identifying and assessing the risk of material misstatement in financial statements and also provide**

new guidance in designing and performing appropriate audit procedures to respond to the assessed risks.

- Statement on Auditing Standards (SAS) No. 112 – Communicating Internal Control Related Matters Identified in an Audit
- Statement on Auditing Standards (SAS) No. 114 – The Auditor’s Communication with Those Charged with Governance

They stated, “While we regret to have to increase fees, we are required to implement these ten new auditing standards which require significant additional time, audit test work, and documentation” and estimate the additional effort required to apply these standards to be a \$2000 plus the \$5,000 original fee, which will be approximately \$7,000 for the audit. This letter has been placed, as a permanent record, in the Minutes Book.

The Board suggested that Kathy LaBuda ask other libraries in the area what auditing firms they have contracted and obtain bids from them for comparison.

## 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 noted the positive patron comments.

### B. Personnel Changes

Hired:

Brendan Madden, Page

Jennifer Sharum, Substitute

Thomas Hausman moved to approve the personnel changes, Kerry Astar seconded the motion. All voted aye.

Kerry Astar asked what projects Gerianne Smouse, Public Relations, has accomplished since she acquired this position. Kathy LaBuda responded that Gerianne has created a new brochure, a DVD

incorporating library programs, prepared newspaper releases, contacted a radio station to promote the library's programs; and is presently working on the quarterly newsletter and National Library Week promotions. Kerry Astar requested that Gerianne Smouse attend the April 2008 Board meeting or send a summary to report her public relations promotions.

**C. Neumann Homes Refund Status**

Kathy LaBuda said there has been no further action.

**D. Health Insurance**

Shelly Casella, library auditor, said the library is required to obtain an actuarial projection of future retirees' insurance premiums at a cost of \$4,000 for the statistical study. It was suggested that Kathy LaBuda contact Russell Warye, insurance broker, to procure the documentation at a reduced cost. Betsy Houghton recommended that Kathy LaBuda acquire an official report that this actuarial projection is state mandated.

**E. PLA (Public Library Association) in Minneapolis**

Kathy LaBuda and Amy Blue will be attending the PLA conference in Minneapolis this week.

**F. Little League**

Kathy LaBuda informed the Board that Little League will be starting next month and inquired what the library should do about the parking situation. It was suggested that she write the Little League Board President to inform their league participants that the library parking lot is reserved for library patrons and staff.

**VIII. New Business**

**A. Board Corner**

- Betsy Houghton said that she tried to navigate to Net Library from

our Web site unsuccessfully. She received help at the library and found it is necessary to enroll at the library. She suggested that a prominent link be added to the site, explaining the procedure.

- Gene LeFave recommended a link to the Web site be inserted into the PAC to enable users to return to the site.

**B. Citizen's Comments**

There were no citizen's comments.

Ann Kakacek requested that Kathy LaBuda add employee comments to future agendas since members of the staff do attend the meetings.

Joan Padbury acknowledged that 107 children attended the Lunch and a Movie Program. The movie *Enchanted* was shown.

**C. Friends' Report**

There was no Friends' report

**D. Foundation Report**

There was Foundation no report.

**IX. Unfinished Business**

**A. Meeting Room Policy**

Thomas Hausman requested that the Antioch Public Library District change its meeting room policy to allow political parties to conduct meetings in the public meeting rooms at the library.

After considerable discussion, the Board decided to review the current policy and continue discussion at the April 2008 meeting.

**B. Ethics Ordinance**

Kathy LaBuda informed the Board that the library passed an Ethics Ordinance in 2004. Nor further action is necessary.

**C. Long Range Plan Part I Physical Facilities**

**Discussion included:**

- The present building has run out of space to shelve books
- Limited parking
- A parking garage
- Investigating the purchase of the Little League Diamond and/or Dr. Sona's property
- Finding an alternate location for the library, such as the parcel where Pittman Country Pontiac used to be or the Ace Hardware property
- Adding a second floor to the present building
- Financial situation, issuance of bonds

**X. Closed Session to Discuss Personnel and Property**

Kerry Astar made a motion to go into Executive Session, Lori Bruce seconded the motion. All voted aye.

*Board returned to Regular Session at 8:37 p.m.*

Gene LeFave made a motion to offer a full time position as custodian to William Yonushatis at \$12.15 per hour with insurance benefits to start in July 2008. Thomas Hausman seconded the motion. On a roll call vote: Lori Bruce, aye; Kerry Astar, aye; Betsy Houghton, aye; Thomas Hausman, aye; Gene LeFave, aye; and Ann Kakacek, aye.

**XI. Adjournment**

Gene LeFave moved and Lori Bruce seconded a motion to adjourn at 8:40 p.m. All voted aye.

*Betsy Houghton*

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Betsy Houghton, Secretary Pro tem