

**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 at 7:00 p.m. on Tuesday, March 31, 2009, in the Board Meeting Room at the library.

Present:

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

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

Thomas Hausman moved and Betsy Houghton seconded a motion to approve the February 2009 Minutes of the Antioch Public Library District Board of Trustees meeting. Ann Kakacek asked if anyone had questions; Mary Kay McNeill asked the reason why Jamie Rachlin (BMO Capital Markets representative) recommended not refinancing the bonds at this time. Kathy LaBuda said that he explained there would be no cost savings to the library. It was suggested that a third opinion be obtained. All voted aye, except Ann Kakacek and Mary Kay McNeill who abstained.

III. Approval of Bills and Payroll

Betsy Houghton moved to approve the bills and payroll for the month of March 2009; Mary Kay McNeill seconded the motion. Ann Kakacek asked about the vender, Partnertek, and Kathy LaBuda said that the company provides computers and computer supplies. On a roll call vote: Thomas

Hausman, aye; Gene LeFave, aye; Mary Kay McNeill, aye; Betsy Houghton, aye; and Ann Kakacek, aye

IV. Treasurer's Report

Betsy Houghton reviewed the seventeen ACH contract corrections (many of which were typographical errors), suggested by the library's attorney, with Mary Owen's at American United Bank. America United Bank has instituted the changes and included a stated waiver of fees. Betsy Houghton's recommendation is to sign the contract and to pass a new Resolution Authorizing Signature of an Automated Clearing House Agreement with America United Bank.

Thomas Hausman made a motion to sign Resolution 09-1 Authorizing Signature of an Automated Clearing House Agreement and the revised ACH contract with America United Bank. Gene LeFave seconded the motion. On a roll call vote: Gene LeFave, aye; Mary Kay McNeill, aye; Betsy Houghton, aye; Thomas Hausman, aye; and Ann Kakacek, aye.

V. President's Report

Ann Kakacek announced that the library has received the Illinois Per Capita Grant Award Letter for \$31, 099.12.

VI. Notices and Communications

A. Per Capita Grant Award Letter

Kathy LaBuda read an award letter from Jesse White, Secretary of State and State Librarian, informing the Antioch Public Library District of a FY2009 Illinois Public Library Per Capita Grant in the amount of \$31, 099.12.

B. Bill & Melinda Gates Foundation Award Letter

Kathy LaBuda informed the Board that because of the excellent technological services provided by the library, we are not eligible for the Bill & Melinda Gates Foundation Grant.

C. The OCLC Annual Fee Determination

The Online Cataloging for Library Classification (OCLC) annual fee is based on the percentage of titles owned with the LLSAP(Local Library System Automation Project) and a monthly charge of \$15 (\$180 annually) in FY10 and \$20 monthly (\$240 annual fee) in FY11. The Antioch Public Library District fees are \$370 for FY10 and \$380 for FY11.

D. First Search Base Package Additions

The FirstSearch Base Package has been expanded to include the following databases: OAlster, CAMIO, and ArchiveGrid at no additional charge to the library. In May 2009, an entry-scale, hosted version of CONTENTdm, a software solution that handles the storage, management and delivery of the library's digital collections to the Web will be provided.

E. Eder, Casella Audit Letter

Betsy Houghton moved to accept Eder, Casella, & Co. management agreement letter, Mary Kay McNeill seconded the motion. All voted aye.

F. Workmen's Compensation Rating

Kathy LaBuda reported that the National Council on Compensation Insurance, Inc. has notified her of a base premium reduction because of the .98 current experience rating of the library.

VII. Librarian's Report

A. Overview of Reports

Kathy LaBuda reviewed the March monthly departmental statistics.

B. Personnel Changes

Ruth Johnson has been hired as a Substitute Clerk.

Thomas Hausman moved and Mary Kay McNeill seconded a motion to accept the new hire. All voted aye.

C. Newman Homes Refund Status

There was no new information to report.

D. Health Insurance

Kathy LaBuda will be meeting with Russell Warye to obtain the health insurance premiums for the fiscal year 2009-10 and will discuss this at the April 2009 meeting

E. Route 83 Traffic Signal for Williams

Kathy LaBuda requested a traffic signal at the corner of Williams Street and Route 83. IDOT response was, "The intersection of IL 83 and Williams Street was reviewed for traffic signal warrants as part the preliminary engineering for this project. It was determined that traffic exiting Williams Street was not sufficient to satisfy the warrants. Therefore, the installation of a new traffic signal at this location is not included in the planned improvement."

F. Lead Testing Reprieve

A one-year postponement on having to test for lead in children's' books was announced in January 2009. Publishing companies have been asked to supply information requested by the Consumer Product Safety Commission which takes the burden off the libraries at this time.

G. Controversy over "Sit, Stay, Read" Program

Kathy LaBuda informed the Board that a patron's child has a severe allergy to dogs and requested that the program not be held in the Schroeder Room as to prevent her child from being exposed to residual dog dander when attending successive programs. Carol Weberg,

technical services librarian, suggested holding the program in her department located behind the library proper alleviating any possibility of contact with the dogs and providing an amicable solution.

H. Elevator and Foyer Update

Colette & Ano Plumbing fixed the leak in the elevator using a custom-made hydraulic plug.

Two chandeliers have been installed in the foyer of the library to facilitate access to changing the bulbs, which was extremely difficult with the previous lighting.

I. Gas Bill Problem

Kathy LaBuda explained the inconsistency in actual gas usage versus the billing received from Integrys. She has been working with Nicor, Integrys, and Ken Falkinham in an effort to resolve these inconsistencies.

VIII. New Business

A. Board Corner

- Betsy Houghton said she was impressed with the answers Gene LeFave provided to a candidates' questionnaire published in the Daily Herald.
- Thomas Hausman was glad to receive an application letter for the Rotary Club Literacy Grant from Kathy LaBuda.
- Gene LeFave suggested a horizontal shelf be installed in the men's restroom and a privacy screen between urinals. He also stated that he enjoyed participating in the candidacy night held at the library.
- Ann Kakacek suggested installing hooks behind the individual stall doors in the restrooms. She also suggested obtaining a large "Closed" sign to be placed in the front window upon closing the library for the day.
- Mary Kay McNeill related that a teacher told her that she experienced excellent customer service and courteous behavior from the library staff.

B. Citizens' Comments

Bruce Padbury asked if repairing the parking lot potholes were in the budget with Kathy LaBuda responding that they will be fixed as soon as possible.

C. Staff Comments

There were no staff comments

D. Friends Report

There was no Friends' Report

E. Foundation Report

Kathy LaBuda said that the Foundation scandal has been resolved with the defendant receiving 4 years probation and a \$30,000 restoration fine. Ann Kakacek suggested permanently removing this item from the agenda.

IX. Unfinished Business

A. Appoint Personnel Committee

This was tabled until the May 2009 meeting when the new Board members will be seated following the election.

B. Planning: Chapter VI Programming

This was tabled until the April 2009 meeting.

X. Adjournment

Gene LeFave moved and Thomas Hausman seconded a motion to adjourn at 7:57 p.m. All voted aye.

Mary Kay McNeill, Secretary