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Antioch Public Library District

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 Tuesday, May 31, 2011 at 7:00 p.m. in the Board Meeting Room at the library.

Present:

- **Library Board Members: Betsy Houghton, Thomas Hausman, Gene LeFave, Michael Mortensen, and Ann Kakacek**
- **Absent: Kerry Astar and Mary Kay McNeill**
- **Library Staff Members: Kathy LaBuda, Cinde DeBoer, Kim Zupkoff, and Amy Blue**

Ann Kakacek appointed Thomas Hausman Secretary Pro Tem in Mary Kay McNeill's absence.

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

Michael Mortensen moved and Gene LeFave seconded a motion to approve the April 2011 Minutes of the Antioch Public Library District Board of Trustees Meeting. On a roll call vote: Betsy Houghton, abstained; Thomas Hausman, aye; Gene LeFave, aye; Michael Mortensen, aye; and Ann Kakacek, aye.

Michael Mortensen moved and Gene LeFave seconded a motion to approve the April 26, 2011 Executive Session Minutes. On a roll call vote: Betsy Houghton, abstained; Thomas Hausman, aye; Gene LeFave, aye; Michael Mortensen, aye; and Ann Kakacek, aye.

Michael Mortensen moved and Gene LeFave seconded a motion to approve the May 11, 2011 Budget Committee Meeting Minutes. On a roll call vote:



Betsy Houghton, abstained; Thomas Hausman, aye; Gene LeFave, aye; Michael Mortensen, aye; and Ann Kakacek, aye.

III. New Board Members Oath

Newly elected Board Members Betsy Houghton, Thomas Hausman, and Gene LeFave were sworn into office by Ann Kakacek. Mary Kay McNeill will be sworn in at the June 2011 Board Meeting.

Michael Mortensen moved and Gene LeFave seconded a motion to retain the previous officers: Ann Kakacek, President; Michael Mortensen, Vice President; Betsy Houghton, Treasurer, and Mary Kay McNeill, Secretary. All voted aye.

IV. Approval of Bills and Payroll

Discussion about the spreadsheets and solutions taken to avoid finance charges from the Fifth Third charge card were explained. Kathy LaBuda answered a question to identify the vender Meilhan Manufacturing by explaining Meilhan Manufacturing is the company that built the cabinets housing the Antioch Collection in the Spiering Room on the lower level of the library. Betsy Houghton moved and Thomas Hausman seconded a motion to approve the bills and payroll for the month of May 2011. On a roll call vote: Thomas Hausman, aye; Gene LeFave, aye; Michael Mortensen, aye; Betsy Houghton, aye; and Ann Kakacek, aye.

V. Treasurer's Report

There was no Treasurer's Report.

VI. President's Report

Ann Kakacek asked when the air conditioning will be fixed with Kathy LaBuda responding Trane would be here tomorrow to give an estimate for repairs a and date for completion.

VII. Notices and Communications

A. Thank You from Rosemary Helgesen

Ann Kakacek read a note from Rosemary Helgesen to the Board thanking them for the flower basket given to her during her recuperation.

B. Thank You from the *Tom Tom*

Ann Kakacek read a note from the staff of the *Tom Tom* thanking the library for advertising in their newspaper.

C. Property Tax Exemption Application

The Lake County Forest Preserve District intends on filing a Property Tax Exemption Application with The Lake County Board of Review on or about April 29, 2011 for the specified properties included with the application, which has been inserted in the Minutes book.

VIII. Librarian's Report

A. Overview of the Month

Kathy LaBuda reviewed the monthly statistics; she also stated that approximately \$8,000 remains in the Building Fund for the air conditioner repairs.

B. Personnel Changes

- 1. Clerk resignation – David Ploss**
- 2. Clerk appointment – Deborah Brinker**
- 3. Page appointment – Robin Brown**
- 4. Resignations due to one transfer and one retirement – Hong Zhang and Carol Weberg respectively.**
- 5. One promotion – Jennifer Norris, Administrative Assistant, to Technical Services Librarian.**
- 6. One transfer – Carol Patterson, Reference Paraprofessional, to Administrative Assistant.**
- 7. Two summer hires for Children's Department – Juliana Leprich, forty hours and Kailey Formella, twenty hours.**

Thomas Hausman moved and Betsy Houghton seconded a motion to approve all personnel changes. All voted aye.

C. Prepare to Greet RAILS

Kathy LaBuda explained that RAILS (Regional Alliance for Illinois Library Systems) is the name given to the new library system consisting of the merger between the North Suburban Library System (NSLS), Alliance (ALS), DuPage (DLS), Metropolitan (MLS), and Prairie Area (PALS) due to lack of sufficient funds from the state of Illinois. The merger will take place July 1, 2011.

IX. New Business

A. Board Corner

▪ Betsy Houghton said that on a recent visit to Naperville Library she saw on their marquee a banner stating they were America's Number 1 library and was wondering how that title was determined. Kathy LaBuda explained that the Library Journal ranks libraries using the following criteria per capita:

- library visits**
- circulation**
- program attendance**
- public Internet computer use**

Betsy Houghton also noticed they had self-check-out and that their sitting area was non-existent, at least from the vantage point of the main entrance to the library. Kathy LaBuda said that to incorporate self-check-out would cost approximately 10-15 thousand dollars.

- Thomas Hausman said the Rotary Club received the grant letter from the library and will discuss it and possibly reach a decision at their next meeting.**
- Ann Kakacek asked a note be placed in the September 2011 Board packet notifying the Board that an updated Board picture will be taken.**

B. Staff Comments

There were no staff comments.

C. Citizens' Comments

There were no citizens' comments

D. Approve Budget for 2011-12

Kathy LaBuda informed the Board that a new Capital Outlay line was added to the budget for future use.

Michael Mortensen moved and Thomas Hausman seconded a motion to approve the 2011-12 library budget as recommended by the Budget Committee. On a roll call vote: Betsy Houghton, aye; Thomas Hausman, aye; Gene LeFave, aye; Michael Mortensen, aye; and Ann Kakacek, aye.

E. Ordinance 11-1, Non-Resident Fee

Betsy Houghton moved and Thomas Hausman seconded a motion to approve Ordinance 11-1, Non-Resident Fee. All voted aye.

F. Ordinance 11-2, Meeting Dates

Michael Mortensen moved and Betsy Houghton seconded a motion to approve Ordinance 11-2, Meeting Dates. All voted aye.

G. Ordinance 11-3, Prevailing Wage

Michael Mortensen moved and Betsy Houghton seconded a motion to approve Ordinance 11-3, Prevailing Wage. All voted aye.

H. Holiday Party

Kathy LaBuda asked the Board if they would prefer the holiday party be off site. After discussion, the Board agreed that the holiday party stay at the library.

X. Unfinished Business

A. Friends Report

Amy Blue, Adult Services Librarian and Friends liaison, said that the Friends group has donated \$2,000 for play-away views for the Children's Department. She also said that the Friends have made book marks to sell at the annual book fair to be held October 6-9, 2011 in the Eide Room on the lower level of the library.

B. Building Fund Question

Kathy LaBuda included an informational letter in the Board packet explaining why the building fund decreased while the general fund increased. It deals with the tax cap.

C. Closed Session - Personnel

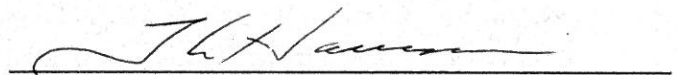
Michael Mortensen moved and Thomas Hausman seconded a motion to go into closed session at 7:35 p.m. All voted aye.

For Personnel

The Board returned to regular session at 8:08 p.m.

XI. Adjournment

Michael Mortensen moved and Gene LeFave seconded the motion to adjourn the meeting at 8:10 p.m. All voted aye.



Thomas Hausman, Secretary Pro Tem