



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, November 30, 2010 at 7:02 p.m. in the Board Meeting Room at the library.

Present:

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

Michael Mortensen moved and Mary Kay McNeill seconded a motion to amend the agenda to allow Barbara Porch of the Antioch Chamber of Commerce present information on a new program they are beginning, "Antioch's Hall of Fame." She explained that this program would periodically recognize an individual or business for their community involvement. She requested that this distinguished award have a prominent location of honor to display the 11x14 inch award plaque, purchased by the Chamber, allowing viewing access in the "heart of our community, the Antioch Public Library District." When asked about the frequency of these awards to determine the amount of space required, Ms. Porch explained that they would only be given for the most significant community involvement, which could mean every few years or more frequently if needed. Kathy LaBuda suggested the plaque be hung near the elevator located in the Reference Department.

Michael Mortensen moved and Mary Kay McNeill seconded a motion to allow the Antioch Chamber to hang the "Antioch's Hall of Fame" plaque in the library. On a roll call vote: Mary Kay McNeill, aye; Kerry Astar, aye; Betsy Houghton, aye; Gene LeFave, aye; Michael Mortensen, aye; and Ann Kakacek, aye.



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

Betsy Houghton moved and Gene LeFave seconded a motion to approve the October 2010 Minutes of the Antioch Public Library District Board of Trustees Meeting. On a roll call vote: Gene LeFave, aye; Mary Kay McNeill, aye; Betsy Houghton, aye; Michael Mortensen, aye; and Ann Kakacek, aye. Kerry Astar abstained.

III. Approval of Bills and Payroll

Gene LeFave asked what type of service does the vendor Ebsco offer with Kathy LaBuda responding that Ebsco is a discount magazine provider. She also informed the Board that Trane holds the maintenance agreement to help maintain temperature control of the building. Since they have been contracted, a significant gas usage reduction has been noticed. After being asked, she explained that the last month the library will participate in the Integrys Coop is December.

Michael Mortensen moved and Gene LeFave seconded a motion to approve the bills and payroll for the month of November 2010. On a roll call vote: Mary Kay McNeill, aye; Kerry Astar, aye; Betsy Houghton, aye; Gene LeFave, aye; Michael Mortensen, aye; and Ann Kakacek, aye.

Since there is no meeting in December 2010, Michael Mortensen moved and Betsy Houghton seconded a motion to approve the December 2010 bills in advance. On a roll call vote: Gene LeFave, aye; Mary Kay McNeill, aye; Kerry Astar, aye; Betsy Houghton, aye; Michael Mortensen, aye; and Ann Kakacek, aye.

IV. Treasurer's Report

Betsy Houghton said that she noticed the library checking account has accrued approximately \$6,000 interest to date.

V. President's Report

Ann Kakacek said that it is nice to be able to pull into the entrance of the library parking lot without the hindrance of road construction. She also said she received an interesting 2040 planning booklet for growth strategies of all governmental agencies in the metropolitan Chicago area.

VI. Notices and Communications

A. Bob Morris, Five-Year Award

The Board members asked Kathy LaBuda to give Bob Morris a signed Service Certificate and \$25 savings bond for achieving 5 years of employment at the Antioch Public Library District.

B. Barbara Porch, Chamber of Commerce

Barbara Porch spoke to the Board earlier in the meeting.

VII. Librarian's Report

A. Overview of the Month

Kathy LaBuda reviewed the monthly statistics. She also explained that a major complaint that the library entrance should be widened is not a possibility because the library does not own the adjacent property.

B. Microfiche Machine

Kathy LaBuda explained that the current microfiche has become obsolete and she wants to purchase a new one that will have OCR (optical character recognition) capability. The Friends have offered to split the purchase price of \$13,000 with the library. She would like to transfer \$6,500 out of the budgeted money for van delivery (the state has given money to finance this service) to the Capital Outlay, Other Grants Fund to contribute towards the purchase.

Kerry Astar asked why the machine is needed when the library recently spent \$33,000 to digitize all the newspapers on microfilm. She thinks it is redundant to spend \$13,000 for a new microfiche machine to view the same material. Kathy LaBuda said that the digitization project is not complete and some issues are missing. She thinks that the ability to view the original documents have historical significance and wants to ensure the public that the library can provide historical information.

Michael Mortensen moved and Mary Kay McNeill seconded a motion to transfer money budgeted for van delivery into the Capital Outlay/Other Grants Fund to purchase a microfiche reader. On a roll call vote: Gene LeFave, aye; Mary Kay McNeill, aye; Kerry Astar, aye; Betsy Houghton, aye; Michael Mortensen, aye; and Ann Kakacek, aye.

C. Personnel Changes

- Patricia Cummings is no longer a substitute clerk
- Gunter Haag resigned again.
- Mary Roemer a long-standing volunteer (over 17 years) has given her resignation – she will be greatly missed! Ann Kakacek suggested the library present her with a parting gift.

D. Picture IDs Voluntary at Front Desk

Kathy LaBuda asked if voluntary pictures of patrons could be inserted in their circulation records as a security precaution. Patron pictures will help identify them to assist circulation clerks in circumventing people using stolen library cards to check out material. The Board decided that they would rather see picture library cards. They also are concerned with patron security and the legal ramifications of having their pictures in the circulation program. Kathy LaBuda will research the cost/procedure of patron pictures embedded in their library card. She will also get the advice of the library attorney.

VIII. New Business

A. Board Corner

- Betsy Houghton asked if the library plans to obtain a copy of *The Girl Who Kicked the Hornet's Nest* because, while procuring signatures for her petition for Antioch Public Library District Board of Trustee, a constituent requested it. She said that while talking to someone about registering to vote at the library their second grade daughter was excited and said she was registered too (had a library card!) ☺.
- Gene LeFave said he has received numerous compliments on the library while obtaining signatures for his petition for Antioch Public Library District Board of Trustee with someone saying the Antioch library has a better collection than the Fox Lake and Lake Villa libraries.

B. Citizen's Comments

There were no citizen's comments.

C. Friends' Report

Kathy LaBuda said that Joyce Kiyohara, Friends' president, said that this year's veranda book sale surpassed all previous revenues totaling \$1,924.10 in sales. She also said that the pay box in the Friends' Room would be moved to a more visible location due to the possibility of theft. This fiscal year, the group is donating:

- **A Sony camcorder to create u-tube and other videos to promote the library - \$450**
- **Summer Reading Program - \$3,000**
- **Half the price of the microfiche/film reader printer which now OCRs the sheet displayed - \$6,500**
- **Acquire Law books for the adult collection with a matching grant from NOLO books - \$1,500**

D. Levy Ordinance

Michael Mortensen moved and Betsy Houghton seconded a motion to approve Ordinance 10-9; An Ordinance Providing for the Levying and Assessment of Taxes by the Antioch Public Library District, Lake County, Illinois for the Fiscal Year Beginning July 1, 2010 and Ending June 30, 2011. On a roll call vote: Gene LeFave, aye; Mary Kay McNeill, aye; Kerry Astar, aye; Betsy Houghton, aye; Michael Mortensen, aye; and Ann Kakacek, aye.

E. Abatement Ordinance 10-10

Michael Mortensen moved and Gene LeFave seconded a motion to approve Ordinance 10-10; An Ordinance abating the tax heretofore levied for the year 2010 to pay debt service on General Obligation Library Building Refunding Bonds (Alternate Revenue Source), Series 2010 of the Antioch Public Library District, Lake County, Illinois. On a roll call vote: Gene LeFave, aye; Mary Kay McNeill, aye; Kerry Astar, aye; Betsy Houghton, aye; Michael Mortensen, aye; and Ann Kakacek, aye.

F. Social Security Protection Policy

This was tabled until the January 2011 meeting.

G. Proof of Insurance When Driving on Library Business

The library insurance agent, Roger Sorensen, suggested that the library request proof of car insurance from employees that drive their own vehicles

on library time. Personal car insurance would decrease the amount of liability claimed on the library insurance policy in the event of an accident. After discussion, it was decided to contact the library attorney of the legalities of requesting proof of personal automobile insurance information.

IX. Unfinished Business

A. Holiday Dinner

The annual holiday dinner starts at 6 p.m. Saturday, December 4, 2010 in the Eide Room at the library. Library staff will be positioned at both the front and back entrances to let attendees in until 6:30 p.m.

X. Closed Session: Property

A. Property Discussion

At 7:56 p.m., Michael Mortensen moved and Gene LeFave seconded a motion to go into Executive Session. All present voted aye.

XI. Adjournment

Michael Mortensen moved and Gene LeFave seconded the motion to adjourn the meeting at 8:25 p.m. All voted aye.

Mary Kay McNeill, Secretary

This is the statement from Executive Session: Our discussion from executive directed our library director to go forward with inquiries as directed by the library board.