



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, October 26, 2010 at 6:00 p.m. 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 Michael Mortensen**
- **Library Staff Members: Kathy LaBuda and Cinde DeBoer**

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

Gene LeFave moved and Thomas Hausman seconded a motion to approve the September 2010 Minutes of the Antioch Public Library District Board of Trustees Meeting as corrected. On a roll call vote: Mary Kay McNeill, aye; Betsy Houghton, aye; Thomas Hausman, aye; Gene LeFave, aye; and Ann Kakacek, aye.

Gene LeFave moved and Thomas Hausman seconded a motion to approve the September 2010 Budget and Appropriation Minutes of the Antioch Public Library District Board of Trustees Meeting. All voted aye.

III. Approval of Bills and Payroll

Ann Kakacek asked what was purchased from Research Technology International for \$14,990 with Kathy LaBuda responding, a disc-cleaning machine. The new machine will clean 50 discs (CDs, DVDs, or Blue Rays) at a time. Thomas Hausman moved and Gene LeFave seconded a motion to



approve the bills and payroll for the month of September 2010. On a roll call vote: Gene LeFave, aye; Mary Kay McNeill, aye; Betsy Houghton, aye; Thomas Hausman, aye; and Ann Kakacek, aye.

IV. Treasurer's Report

Betsy Houghton had nothing to report.

Kathy LaBuda wanted to go on recorded saying that she feels spending \$1,000 to obtain an actuarial report every three years is an unnecessary expenditure. The actuarial determines the impact on the budget for retirees' healthcare in the future. She noted that most retirees discontinue paying for the library insurance coverage after Medicare becomes their primary insurance.

V. President's Report

Ann Kakacek said that she has not seen any Antioch Public Library District programs publicized in the News Sun. Her previous message to the newspaper went unanswered and she will call again this week. Kathy LaBuda will provide her with the fax number and contact information that the library public relations person, Becky Jacobson, has been using.

Today, October 26, 2010 the library suffered a power outage of over an hour due to severe weather conditions. The majority of personnel stayed until the power returned, but the employees that were scheduled to leave at 4:30 were allowed to go home a little early because Commonwealth Edison informed Kathy LaBuda that power would not be restored until approximately 4:45 p.m. The emergency lights also went out after about an hour and if power had not been turned on, the staff would have had to be sent home due to darkness.

VI. Notices and Communications

A. Mr. Peter Seiler

Kathy LaBuda explained the circumstances surrounding Mr. Peter Seiler's grievance with fines he owes the library. He would like to use the library again, but cannot because he has not returned his library materials. She has waived a total of \$103.42 in fines/fees owed the library and has asked Mr. Peter Seiler to pay the remaining \$39.97 due the

library for unreturned materials. The Board concurred with Kathy LaBuda's resolution.

VII. Librarian's Report

A. Overview of the Month

Kathy LaBuda reviewed the monthly statistics and noted that fewer patrons visited the library this month, but the library saw an increase in materials circulated.

B Personnel Changes

1. Request for Leave without Pay by Jessica Duffy

Jessica Duffy submitted to the Board a letter of request for approval to use unpaid time for her upcoming honeymoon on January 8-16, 2010.

Mary Kay McNeill moved and Gene LeFave seconded a motion to approve Jessica Duffy's request to use unpaid time the week of her honeymoon on January 8-16, 2010. On a roll call vote: Betsy Houghton, aye; Thomas Hausman, abstained; Gene LeFave, aye; Mary Kay McNeill, aye; and Ann Kakacek, aye.

C. Van Delivery Update

Earlier this month, NSLS received the LSTA grant of \$139,000 to continue van delivery service through December 2010. Recently there was a second transfer of Live and Learn funds and a total of \$427,410.72 has been deposited to the NSLS bank account. These funds should continue van service until July 1, 2011. NSLS is currently working toward a merger with four other Illinois library systems. The merger should be complete before the new fiscal year (7/1/2011).

D. Audit 2010

The 2010 library audit is complete and the report will be sent next month.

VIII. New Business

A. Board Corner

- Thomas Hausman reminded the Board the PM&L Theater would be featuring *Joseph and the Amazing Technicolor Dreamcoat* next month.
- Gene LeFave said that since the library has been using the disc cleaner/repair machine he has only found one defective CD and noted that this has been a huge improvement.

B. Staff Comments

There were no staff comments.

C. Citizen's Comments

There were no citizen's comments.

D. Friends' Report

Kathy LaBuda reported on behalf of the Friends that Joyce Kiyohara, Friends' president, told her they had record sales making \$1,924 at their annual fall book sale in October.

E. Set Date for Levy Hearing

The Levy Hearing was set for 7 p.m. on November 30, 2010 in the Board Meeting Room. The regular meeting will start immediately after the Levy Hearing.

IX. Unfinished Business

A. Monthly Board Meeting Time

Discussion about the starting time of the monthly Board meetings produced a consensus that the meetings be started at 7:00 p.m. rather than 6:00 p.m.

Betsy Houghton moved and Gene LeFave seconded a motion that the starting time of the monthly Board meetings be changed from 6:00 p.m. to 7:00 p.m. All voted aye.

Cinde DeBoer will notify the absent Board members of the time change. Kathy LaBuda will ask public relations person Becky Jacobson to ask area newspapers to publicize time change as well as the Village of Antioch.

XI. Adjournment

Thomas Hausman moved and Gene LeFave seconded a motion to adjourn at 6:32 p.m. All voted aye.

Mary Kay McNeill, Secretary