



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, February 22, 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. Kerry Astar arrived at 7:07 p.m.**
- **Absent: Mary Kay McNeill**
- **Library Staff Members: Kathy LaBuda and Cinde DeBoer**
- **Guest: Jeff Lang**

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

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

Michael Mortensen moved and Gene LeFave seconded a motion to amend agenda to go into Executive Session to discuss property at 7:07 p.m. All voted aye. The Board resumed the regular Board Meeting at 7:34 p.m.

Thomas Hausman moved and Michael Mortensen seconded a motion to hire Jeff Lang to make inquiries on the property to north of the library. A roll call vote was taken after discussion: Gene LeFave, aye; Michael Mortensen, aye;



Kerry Astar, aye; Betsy Houghton, aye; Thomas Hausman, aye; and Ann Kakacek, aye.

Thomas Hausman moved and Gene LeFave seconded a motion to hire Jeff Lang to ask for the right of first refusal on a second parcel of property to the north of the library. On a roll call vote: Michael Mortensen, aye; Kerry Astar, nay; Betsy Houghton, aye; Thomas Hausman, aye; Gene LeFave, aye; and Ann Kakacek, aye.

III. Approval of Bills and Payroll

Gene LeFave asked for an itemized listing of credit card purchases to be included in future Board packets. Ann Kakacek inquired about a petty cash check written for employee benefits with Kathy LaBuda explaining that she wrote it to avoid a perceived late payment. Michael Mortensen moved and Thomas Hausman seconded a motion to approve the bills and payroll for the month of February 2011. On a roll call vote: Gene LeFave, aye; Michael Mortensen, aye; Kerry Astar, aye; Betsy Houghton, aye; Thomas Hausman, aye; and Ann Kakacek, aye.

IV. Treasurer's Report

Betsy Houghton was thankful for the flowers sent to her from the library Board and staff and for WIFI service during her recent hospitalization so that she could initiate payroll.

V. President's Report

Ann Kakacek said that she is proud of the Board.

VI. Notices and Communications

A. Thank you from the Garden Club

Ann Kakacek read a note to the Board from Judy Miscichowski, Garden Club President, expressing her gratitude for the permanent binding of the club's scrapbook containing 15 years of Antioch's history. She is happy that it is being "well preserved."

VII. Librarian's Report

A. Overview of the Month

Kathy LaBuda reviewed the monthly statistics. She also said that the library's Facebook page has had 5,790 views and the WEB page has had 4,802 views.

B. Personnel Changes

- **Vanessa Bredahl was promoted from a Page to an Administrative Clerk**

Michael Mortensen moved and Thomas Hausman seconded a motion to approve the personnel change. All voted aye.

Hired 2 Substitutes

- **Cheryl Baker**
- **Kathy Deaner**

C. 90th Anniversary, 1921-2011

A 4-day celebration of the Antioch Public Library District's 90th Anniversary will be held the first part of August, the same weekend as the annual Lion Club's Barbeque. A schedule of events is already in progress with more details to follow.

D. Server Upgrade

Since the library was closed for President's Day on Monday, February 21, 2011 a new server was installed. This major project took 15 hours to complete because it houses many programs: Time Clock Plus, E-Vanced, and PC Res to name a few.

E. Snow Removal

Because of the record amount of snowfall, FEMA declared this area a disaster, and if approved, the library may receive 60-80% of the \$1,500 spent on snow removal.

VIII. New Business

A. Board Corner

- Thomas Hausman verified with Kathy LaBuda that the scheduled Antioch Public Library District Trustee Candidates night is Wednesday, March 2, 2011 at 7 p.m.
- Michael Mortensen responded to a patron comment that a clear way to reach the Board of Directors without having to go through the library staff or director by saying that the Board's email addresses should be placed on the library WEB page. He also asked if the new windows have reduced the energy bill with Kathy LaBuda responding yes.
- Gene LeFave informed Kathy LaBuda that NetLibrary has been down for 2 months and that he has notified Amy Blue, Adult Services Librarian. Amy Blue did not realize it was not functioning outside the library and will rectify the problem as soon as possible. Kathy LaBuda will also investigate procuring a 2-month credit on the account. Kathy LaBuda said that she authorized the purchase of \$2,000 worth of downloadable books for the use of Antioch Public Library District patrons only. She is hoping this will help alleviate the excessive waiting time to use an Ebook.
- Ann Kakacek asked about the patron comment that referred to turning off lights at the end of the night being dangerous. Kathy LaBuda said that the library is still well lit and asked if even more lights could be turned off to save energy. Ann Kakacek asked Kathy LaBuda to place this request on the March 2011 Agenda.

B. Citizen's Comments

There were no citizen's comments.

C. Friends' Report

Kathy LaBuda said the annual Friends' membership renewals have been mailed and informed the Board that an Antique Appraisal program will be held to increase awareness of the Friends' group and subsequent activities.

D. Summer Closings

1. July 3 & 4

Thomas Hausman moved and Michael Mortensen seconded a motion to close the Antioch Public Library District July 3 and 4 in observance of the Independence Day Holiday. On a roll call vote: Gene LeFave, aye; Michael Mortensen, aye; Kerry Astar, aye; Betsy Houghton, aye; Thomas Hausman, aye; and Ann Kakacek, aye.

2. Lion's Barbeque Sunday & 90th Anniversary Celebration

After discussion, the Board agreed to stay open this weekend.

IX. Unfinished Business

A. Identity Protection Policy

Gene LeFave moved and Kerry Astar seconded a motion to approve the Identity Protection Policy as amended by the library attorney. All voted aye.

B. Auto Insurance Declaration

After discussion as to whether or not the staff provide proof of automobile insurance, Gene LeFave moved and Thomas Hausman seconded a motion to ask library staff to provide a copy of their automobile insurance card or declaration page prior to driving on library ^{car} time. On a roll call vote: Michael Mortensen, aye; Kerry Astar, aye; Betsy Houghton, aye; Thomas Hausman, aye; Gene LeFave, aye; and Ann Kakacek, aye.

Business

X. Closed Session: Property

A. Property Discussion

The closed session was held earlier in the meeting.

XI. Adjournment

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



Thomas Hausman, Secretary Pro Tem