



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, March 29, 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, Mary Kay McNeill, and Ann Kakacek**
- **Absent: Kerry Astar**
- **Library Staff Members: Kathy LaBuda and Cinde DeBoer**

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

Michael Mortensen moved and Gene LeFave seconded a motion to approve the February 2011 Minutes of the Antioch Public Library District Board of Trustees Meeting as corrected. All voted aye except Mary Kay McNeill who abstained.

Michael Mortensen moved and Thomas Hausman seconded a motion to approve the February 2011 Executive Session Minutes. All voted aye except Mary Kay McNeill who abstained.

Michael Mortensen moved and Thomas Hausman seconded a motion to approve the January 2011 Executive Session Minutes. All voted aye except Betsy Houghton and Mary Kay McNeill who abstained.

III. Approval of Bills and Payroll

An itemized listing of credit card purchases revealed a \$41.46 finance charge. The Board discussed various solutions to prevent future charges. Betsy



Houghton moved and Thomas Hausman seconded a motion to approve the bills and payroll for the month of March 2011. On a roll call vote: Thomas Hausman, aye; Gene LeFave, aye; Michael Mortensen, aye; Mary Kay McNeill, aye; Betsy Houghton, aye; and Ann Kakacek, aye.

IV. Treasurer's Report

Discussed adjusting due dates on credit card.

V. President's Report

Ann Kakacek said that she is proud of the Board and is thankful for their continued support involving library business.

VI. Notices and Communications

A. Per Capita Grant Award

The Antioch Public Library District received a Per Capita Grant award letter in the amount of \$26,305.72.

B. Thank you

Ann Kakacek read a note from the family of William Yonushatis expressing gratitude for the flowers given to them from the Board for a death in the family.

VII. Librarian's Report

A. Overview of the Month

Kathy LaBuda reviewed the monthly statistics.

B. Personnel

a. Medical Leave

Michael Mortensen moved and Mary Kay McNeill seconded a motion to grant a three-week medical leave requested by a library employee. All voted aye.

b. Personal Leave

Kathy LaBuda will ask the library attorney if the following motion is acceptable.

Mary Kay McNeill moved and Betsy Houghton seconded a motion not to grant an additional three-month leave and expect the employee to return to work when the current three-month approved leave has expired. If the employee chooses not to return, employment will be terminated. On a roll call vote: Betsy Houghton, aye; Thomas Hausman, aye; Gene LeFave, aye; Michael Mortensen, aye; Mary Kay McNeill, aye; and Ann Kakacek, aye.

C. Illinois Library Snapshot Day

On Wednesday, March 13, 2011 the Antioch Public Library District will participate in the Illinois Library Association's project, "Snapshot: One Day in the Life of Your Library." Participants collect and compile information, comments and photographs from events in a typical library day (ILA, 2011). The success of the program is measured by a survey completed by participating libraries' staff.

D. Eligibility for Insurance

The Board discussed the BlueCross BlueShield provision that states employees working less than 30 hours a week are ineligible to purchase insurance through the library's policy. Gene LeFave moved and Betsy Houghton seconded a motion to clarify insurance eligibility for employees working less than 30 hours/more than 30 hours to purchase insurance through the Antioch Public Library District's policy at cost. On a roll call vote: Michael Mortensen, abstained; Mary Kay McNeill, aye; Betsy Houghton, aye; Thomas Hausman, aye; Gene LeFave, aye; and Ann Kakacek, aye.

E. New System Name R.A.I.L.S.

R.A.I.L.S. stands for Reaching Across Illinois Library System. This new system encompasses five library systems, including NSLS that have had

to combine due to financial difficulties caused by the lack of state funding.

F. Health Insurance Coverage

Kathy LaBuda informed the Board that the health insurance is up for renewal and she has solicited for bids. The library's current broker, Russell Warye, will be attending the April 2011 Board Meeting.

VIII. New Business

A. Board Corner

- **Thomas Hausman wished the candidates for the Antioch Public Library District Trustee good luck. He also informed the Board that a musical written by a local author entitled; "Wilmont" will be performed at Wilmot High School in Wilmot, Wisconsin the first and third weekends in May. He will be an actor as well as a character in the play – he will be performing as himself.**
- **Gene LeFave announced the good news that NetLibrary was up and running!**
- **Mary Kay McNeill said she hears wonderful things about the Antioch Public Library District, especially whenever anyone finds out that she is a Board Member.**

B. Citizens' Comments

There were no citizens' comments.

C. Staff Comments

There were no staff comments.

D. Friends' Report

There is a possibility that the Friends will be reimbursed for their donation of \$2,600 to continue van delivery earlier in the year when state funding had not arrived. Since that time, funding has been received and area libraries are requesting a refund.

The Friends are presently holding their annual membership drive and have received membership fees of \$955 to date. The drive will be highlighted by an antique appraisal program featuring antiques expert, Karl Gates.

E. Rules for Electronic Attendance

The Open Meetings Act allows Board Members to attend meetings electronically if a quorum is present. Another note of interest is the regulations on the audiotaping/videotaping of the meetings. After discussion, the Board asked Kathy LaBuda to include the Open Meeting Acts rules with the monthly Board packets.

F. Rules for Taping and Videotaping Meetings

The rules for audiotaping/videotaping will be included in the April 2011 Board packets.

G. Attorney Fee

The library attorney's fee has gone up \$5 per hour.

H. Turning Down Lights

After discussion, the Board asked Kathy LaBuda to contact the Antioch Fire Marshall to find out which additional lights could be turned down when the library is closed in an effort to conserve energy.

IX. Unfinished Business

A. Appoint Personnel Committee

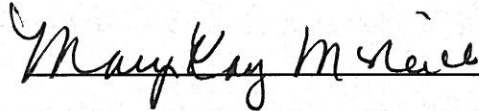
The Personnel Committee will consist of Thomas Hausman, Kerry Astar, Mary Kay McNeill, and Ann Kakacek. The first meeting will be at 6 p.m. Wednesday, April 20, 2011 in the Board Meeting Room at the library.

X. Closed Session: Property

Michael Mortensen moved and Thomas Hausman seconded a motion to go into Executive Session to discuss property at 7:53 p.m. All voted aye. The Board resumed the regular session at 7:56 p.m.

XI. Adjournment

Michael Mortensen moved and Gene LeFave seconded the motion to adjourn the meeting at 7:56 p.m. All voted aye.

A handwritten signature in cursive script, reading "Mary Kay McNeill", is written over a solid horizontal line.

Mary Kay McNeill, Secretary