

**WHITE OAK LIBRARY DISTRICT  
OCTOBER 22, 2019  
REGULAR BOARD MEETING @ 7:00 PM  
LOCKPORT BRANCH**

**CALL TO ORDER**

President Deanna Amann called the Regular Board Meeting to order at 7:00 p.m. Board members present: Deanna Amann, Zach Binkley, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Woodworth. Board members absent: none.

Staff present: Scott Pointon and Beverly Krakovec.

Guests present: Lewis University students Carter Burzloff, Jack Bradley, Marissa Dellamorte, Anthony Huante, Monica Martinez, Kyle Moses, and Majdoleen Nimer,

Scott Pointon introduced the Lewis University students who are partnering with the District on various projects as part of their class curriculum. Board members welcomed the students to the board meeting.

**PUBLIC COMMENTS** – none.

**MINUTES**

Board members reviewed the minutes. Christine Siegel noted a misspelling of the word “taxpayers” on page 2.

*Nancy Hackett moved to approve the September 24, 2019 Regular Board Meeting Minutes as presented, with the noted correction. Adam Woodworth seconded the motion. All voted aye. Motion carried.*

**CORRESPONDCE**

Scott Pointon stated the District had received an invitation to an Eagle Scout Court of Honor for Joshua Amann on Sunday, November 17, 2019 from 1:00 – 4:00 pm at St. Dennis Church in Lockport. Joshua completed an Eagle Scout project at the Lockport Branch.

**TREASURER’S REPORT**

Treasurer Ann Lopez-Caneva read the Treasurer’s Report for September 2019. Cash on hand as of September 1, 2019 was \$3,079,129.38. Income as of September 30, 2019 was \$2,599,355.75. Disbursements as of September 30, 2019 were \$322,537.61. There were no transfers/adjustments. Cash on hand as of September 30, 2019 was \$5,355,947.52.

*Ann Lopez-Caneva moved the Board approve the September 2019 Treasurer’s Report as presented, with payment of the October 15, 2019 bills of \$106,328.89, and the October 4, 2019 payroll of \$108,257.60, and the October 18, 2019 payroll of \$107,254.09. Adam Woodworth seconded the motion. Roll call indicated: Ayes—Deanna Amann, Zach Binkley, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Woodworth. Nays—none. Motion carried.*

Personal Property Replacement Tax received for FY 2019-2020 was \$43,549.73. The Lockport Township estimate for FY 2019-2020 was \$279,418.90

2018 Levy Real Estate Distributions and Interest received to date was \$5,917,266.68. Percent received to date is 97.26%.

Additional information regarding interest rates – see PMA Investments Report.

### **DIRECTOR’S REPORT**

In addition to his written report, Scott Pointon stated our recent White Oak Author Fest, which was on October 19, 2019 at the Crest Hill Branch, had 315 attendees. Authors and guests had an enjoyable time and appreciated the District’s efforts to bring so many local authors to our community for the event.

### **OLD BUSINESS**

#### BUILDING UPDATES

Lockport Branch – The boiler has undergone some repairs.

Romeoville Branch – The relevant areas in the building have been reviewed by Dewberry architects in preparation for future upgrades.

**EXECUTIVE SESSION** – Real Property – none needed.

**EXECUTIVE SESSION** – Personnel—none needed.

### **NEW BUSINESS**

#### FY 2018-2019 AUDIT PRESENTATION

Brian Zabel from the firm of Brian Zabel & Associates P.C. presented the annual audit report for the fiscal year ending June 30, 2019. The Board reviewed the audit report. Brian Zabel stated his firm presented the District with a clean opinion.

The assets of the District exceeded its liabilities as of June 30, 2019 by \$5,765,463 (net position). Of this amount, \$1,480,230 (unrestricted new position) may be used to meet the Library’s ongoing obligations to citizens and creditors. The District’s total net position increased by \$779,310. At June 30, 2019, the District’s governmental funds reported combined ending fund balances of \$3,986,978, an increase of \$117,538 in comparison with the prior year.

Revenues, expenditures and changes in fund balances were highlighted. As of June 30, 2019, total assets and deferred outflows of resources were \$29,634,392 and total liabilities and deferred inflows of resources were \$23,868,929. A point of note was the \$57,786 in interest the District gained. The District’s total net position was \$5,765,463. Total revenues were \$6,593,503 and total expenditures were \$6,475,965. Excess (deficiency) of revenues over expenditures was \$117,538.

Mr. Zabel stated the District is making steady progress in paying down the principal on the building bonds.

The District’s IMRF position has changed due to stock market losses. The IMRF pension liability was \$50,952 in January 2018. As of December 31, 2018 the IMRF pension liability is \$816,931. This amount should adjust as the stock market rebounds.

The equalized assessed valuation (EAV) for the District for 2018 was \$2,102,334,841, compared to 2017, which was \$1,998,306,734. The District's overall taxing rate fell to 0.2894 as compared to the 2017 rate of 0.2953.

Brian Zabel stated he found the District to be in a safe, positive fiscal position, with funds being managed in a responsible manner. He complimented Business Manager Debra Chapp on her accounting practices and monthly reports. The Board thanked Mr. Zabel for his report.

***Gayle Crompton moved the Board accept the audit as presented. Adam Woodworth seconded the motion. Roll call indicated: Ayes—Deanna Amann, Zach Binkley, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Woodworth. Nays—none. Motion carried.***

#### TRANSFER OF SURPLUS FUNDS

Scott Pointon and the Board reviewed funds to possibly transfer into the Building Reserve Fund account. ***Ann Lopez-Caneva moved the Board transfer \$175,000 of surplus funds from Fiscal Year 2018-2019, currently in the General Fund, into the Building Reserve Fund. Nancy Hackett seconded the motion. Roll call indicated: Ayes—Deanna Amann, Zach Binkley, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Woodworth. Nays—none. Motion carried.***

#### REVIEW CHAPTER 11 – APPENDICES – TRUSTEE FACT FILE 3<sup>RD</sup> EDITION

As part of the requirements to apply for the Per Capita Grant, the Board must review various sections of the Trustee Fact File. The specific sections dealing with both fundraising and advocacy were of special interest, as the Board is active in both of these endeavors.

#### REVIEW OF EXECUTIVE SESSION MINUTES

***Ann Lopez-Caneva moved the Board go into Executive Session for the purpose of reviewing Executive Session Minutes. Director Scott Pointon and Assistant Director Beverly Krakovec were asked to stay for the Executive Session. Adam Woodworth seconded the motion. All voted aye. Motion carried.***

The Board went into Executive Session at 8:06 pm

***Adam Woodworth moved the Board come out of Executive Session and resume the Regular Board Meeting. Nancy Hackett seconded the motion. All voted aye. Motion carried.***

The Board came out of Executive Session at 8:25 pm

No Executive Session minutes were released.

#### DIRECTOR'S YEAR IN REVIEW

The Board reviewed the comprehensive document Scott Pointon presented detailing his annual summary of activities. The Board was very impressed with the many accomplishments and initiatives Scott Pointon had achieved during the past year and applauded him for his services to the District and all our communities.

#### APPROVAL OF CONTRACT WITH DEWBERRY

The Board reviewed the master agreement with Dewberry and associated tasks. According to the District's Strategic Plan, the Romeoville Branch should have its roof replaced and parking lot repaved in

the next year. Dewberry's master agreement has covered these items, and in addition, provided project information for flooring replacement at the Romeoville Branch, District shelving needs, and Outreach Department alterations. Dewberry believes they will go to bid on projects by the end of December or January, with the bid openings in February 2020 and contracts in place by March 2020.

*Gayle Crompton moved the Board approve the Dewberry master agreement and associated tasks as presented. Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, Zach Binkley, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Woodworth. Nays—none. Motion carried.*

#### **SERVING OUR PUBLIC 3.0 – Chapter 4 – Facilities**

The Board reviewed the standards in question and determined the District is in compliance with the guidelines and is vigilant in monitoring our facilities.

#### **ADJOURNMENT**

*Gayle Crompton moved for adjournment at 8:26 p.m. Christine Siegel seconded the motion. All voted aye. Motion carried.*