

**WHITE OAK LIBRARY DISTRICT  
OCTOBER 27, 2020  
REGULAR BOARD MEETING @ 7:00 PM  
CREST HILL BRANCH  
&  
Available via ZOOM Conference**

**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 joined on Zoom, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Woodworth. Board member absent: none.

Staff present: Scott Pointon and Beverly Krakovec.

Guest: Brian Zabel from the firm of Brian Zabel & Associates P.C.

No public were present in-person or via ZOOM.

**PUBLIC COMMENTS** – none.

**MINUTES**

Board members reviewed the minutes.

*Nancy Hackett moved to approve the September 22, 2020 Regular Board Meeting Minutes as presented. Gayle Crompton 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.*

**CORRESPONDENCE** – none.

**TREASURER’S REPORT**

Treasurer Ann Lopez-Caneva read the Treasurer’s Report for September 2020. Cash on hand as of September 1, 2020 was \$2,628,083.03. Income as of September 30, 2020 was \$2,571,463.77. Disbursements as of September 30, 2020 were \$315,997.66. Transfers/adjustments—none. Cash on hand as of September 30, 2020 was \$4,883,549.14.

*Ann Lopez-Caneva moved the Board approve the September 2020 Treasurer’s Report as presented, with payment of the October 15, 2020 bills of \$130,027.53, and the October 2, 2020 payroll of \$110,479.36, and the October 16, 2020 payroll of \$111,195.34. 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 2020-2021 was \$65,161.76. The Lockport Township estimate for FY 2020-2021 is \$218,118.87.

2019 Levy Real Estate Distributions and Interest received to date was \$5,674.194.69. Percent received to date is 96.85%.

Additional information regarding interest rates – see PMA Investments Report.

Ann Lopez-Caneva asked if the District could investigate quotes from additional companies for our surety bond. This will be explored.

Nancy Hackett questioned the health insurance rebate in the bill listings. Scott Pointon explained the rebate occurred because the District's employee insurance group claim amounts from the year 2017 fell below a set percentage. District employees who participated in 2017 United Health Care insurance received a rebate.

Change to agenda to move Audit Presentation

#### PRESENTATION & APPROVAL OF ANNUAL AUDIT

Brian Zabel from the firm of Brian Zabel & Associates P.C. presented the annual audit report for the fiscal year ending June 30, 2020. The Board reviewed the audit report. Brian Zabel stated his firm presented the District with a clean opinion.

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.

Board members said they were grateful to Scott Pointon and Debra Chapp for their careful management of the District's finances.

#### **DIRECTOR'S REPORT**

In addition to his written report, Scott Pointon discussed the RAILS guidelines for quarantining returned items. Scott Pointon had joined a group of suburban and downstate library directors who believed the current quarantine guideline of seven days was not realistic. Thanks to this group's efforts, RAILS has now reduced the quarantine period for returned materials to three days, effective October 27, 2020.

Scott Pointon reported four individuals have taken election packets for the three trustee positions for the April 6, 2021 Consolidated Election: Deanna Amann (current trustee), Stephanie Saldana, Sarah Fuger, and Kelly Schneider.

Gayle Crompton thanked Scott Pointon for obtaining the CARES Act Grant for the District. Scott Pointon said he had received confirmation from Will County that his application was approved, and the District should receive funds in the amount of \$15,000.

#### **OLD BUSINESS**

BUILDING UPDATES – none.

#### APPROVAL OF CHANGES TO PERSONNEL POLICY

The Board reviewed the document and provided some grammatical changes.

***Ann Lopez-Caneva moved the Board approve the changes to the Personnel Policy, with noted grammatical changes. 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.***

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

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

**NEW BUSINESS**

PRESENTATION & APPROVAL OF ANNUAL AUDIT

The audit presentation was covered earlier in the meeting.

APPROVAL OF ANNUAL AUDIT

*Adam Woodworth moved the Board accept the Fiscal Year 2019-2020 Audit as presented. Gayle Crompton 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.*

APPROVAL OF TRANSFER OF SURPLUS FUNDS TO RESERVE FUND

Scott Pointon and the Board reviewed funds to possibly transfer into the Building Reserve Fund. *Ann Lopez-Caneva moved the Board transfer \$100,000 of surplus funds from Fiscal Year 2019-2020, currently in the Corporate 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.*

DETERMINE NEED FOR A TRUTH IN TAXATION HEARING

The Board determined it was in the best interest of the District and the public to hold a Truth in Taxation Hearing in November. No motion was needed.

APPROVAL OF ELECTION DAY POLLING PLACE PLAN

Scott Pointon presented his proposal to have all District branches, which act as polling places, closed for library services on November 3, 2020, election day. The Board agreed with the proposal. *Adam Woodworth moved the Board approve Scott Pointon’s proposal that all branches would be closed for library services on November 3, 2020. Gayle Crompton 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.*

DIRECTOR’S YEAR IN REVIEW

The Board reviewed Scott Pointon’s report on his activities for the past year. The Board was amazed at the amount of initiatives Scott Pointon had accomplished. Scott Pointon complimented Lockport Branch Manager Patricia Jarog for her efforts to successfully implement the District’s student success card initiative. When completed, the student success card project will provide every student who resides within our District with a library card. Both Scott Pointon and Patricia Jarog have worked on this venture.

The Board will provide Scott Pointon with his yearly review at the November board meeting.

SERVING OUR PUBLIC 4.0 – Chapter 4—Access

The Board reviewed the standards in question and determined the District is in compliance with the guidelines.

The Board asked if the District could obtain library directional signage on Route 53 for the Romeoville Branch.

Scott Pointon noted the District's annual Per Capita Grant application has had its submission date extended from January 15, 2021 to March 15, 2021.

**ADJOURNMENT**

*Gayle Crompton moved for adjournment at 8:08 p.m. Zach Binkley 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.*