

**WHITE OAK LIBRARY DISTRICT
NOVEMBER 22, 2011
REGULAR BOARD MEETING @ 7:00 PM
LOCKPORT BRANCH**

PLEDGE OF ALLEGIANCE

President Ann Lopez-Caneva called the Regular Board Meeting to order at 7:00 p.m. Board members present: Gordon Butler, Gayle Crompton, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Nancy Hackett arrived at 7:25 p.m. Board member absent: Deanna Amann.

PUBLIC COMMENTS—none.

MINUTES

Gayle Compton moved to approve the October 25, 2011 Public Hearing and Regular Board Meeting Minutes. Christine Siegel seconded the motion. All voted aye. Motion carried.

CORRESPONDENCE

A thank you card from Carillon residents was presented to the Board. Tina Williams and circulation staff perform outreach activities at Carillon and have been a great success with the residents.

TREASURER'S REPORT

In the absence of Treasurer Deanna Amann, Vice-President Adam Sulich read the Treasurer's Report for October 2011. Cash on hand as of October 1, 2011 was \$21,257,178.52. Income as of October 31, 2011 was \$163,973.78. Disbursements as of October 31, 2011 were \$779,045.59. Transfers and adjustments—\$776.49 was transferred from the MB Financial Bank Money Market Bond Account to the Corporate Fund Account to cover smaller bond expenses. Also a \$167.15 adjustment was made to the Corporate Fund Account. Cash on hand as of October 31, 2011 was \$20,641,939.56. Cash on hand in the Bond Accounts as of October 31, 2011 was \$18,393,066.56.

Adam Sulich moved to approve the October 2011 Treasurer's Report as presented, with the payment of the November 15, 2011 bills for \$601,079.51, the November 9, 2011 payroll of \$76,277.24, and the November 23, 2011 payroll of \$75,745.21. Gayle Crompton seconded the motion. Roll call indicated: Ayes—Gordon Butler, Gayle Crompton, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Nays—none. Motion carried.

Personal Property Replacement Tax received to date was \$92,233.50. The township estimate to be received for FY 2011-2012 is \$221,853.98. 2010 Real Estate Distribution and Interest received to date totaled \$4,191,457.58. Percentage received to date is 98.112%.

The current interest rates as of November 21, 2011 for money market accounts are as follows: Harris Bank—0.100% and Illinois Funds—0.099%.

Scott Pointon commented on the fact that House Bill 3828 had passed in the Illinois Legislature. This bill will affect our Personal Property Replacement Tax, taking some funds to pay for all regional school superintendents and assistant superintendents the state cannot pay. According to the township offices, the PPR Tax will be decreased by 1%. The District's estimated PPR is \$221,853.98, so the decrease in District funds would be approximately \$2,218.53. House Bill 3828 indicated this decrease in funds was to be for a "one time only" basis. This matter could be brought before the Illinois legislature in the future, with similar results.

DIRECTOR'S REPORT

There was no additional information to add to the written report.

OLD BUSINESS

BUILDING UPDATES

Crest Hill –Architects will do value engineering and bring back change options for the building. The District plans on going to bid again in January 2010 and break ground in April 2012 or when the ground thaws.

Lockport – Still on track to move into the Gaylord Building on February 1, 2012.

Romeoville – Phase I completion is progressing, with outside concrete poured and most of the mechanical systems in place and operative. Plans continue to close the last two weeks of December to move into the lower level.

LOCKPORT BUILDING DESIGN REVIEW

The Board reviewed the proposed design concept for the Lockport Branch and was pleased with the design. The timeline for the Lockport project would involve going to bid in February 2012 and breaking ground in middle to late April 2012.

EXECUTIVE SESSION – Real Property—none needed.

Scott Pointon reviewed progress on the potential withdrawal of the District from the Prairie Cat automation system that currently provides our online catalog functions. As the White Oak Library District would be forming a small consortium with five other nearby libraries, the group as a whole is reviewing possible library automation systems. They are obtaining quotes from Polaris and Innovative and will have representatives from these companies provide demos to key staff. If the withdrawal from Prairie Cat is decided upon, all library boards must issue a letter by December 31, 2011 stating their intent to withdraw by June 30, 2012. The District would also enter into an intergovernmental agreement with the five other libraries that would be part of the consortium. The Board would have to vote to both withdraw from Prairie Cat and to enter into the intergovernmental agreement. This matter will be brought up at the December 20, 2011 Regular Board Meeting.

EXECUTIVE SESSION—Personnel –postponed to later in agenda

NEW BUSINESS

APPROVAL OF ILL JOB DESCRIPTION

The Board reviewed the Inter-Library Loan Clerk II job description. This position was initially under the supervision of the Circulation Outreach Manager, but was found to be better suited to be managed by the Head of Technical Services. Christine Siegel noted several typographical errors.

Gayle Crompton moved the Board accept the Inter-Library Loan Clerk II job description with stated corrections. Nancy Hackett seconded the motion. All voted aye. Motion carried.

APPROVAL OF CONTRACTOR'S PAYMENTS

The Board reviewed the payments submitted.

Adam Sulich moved the Board approve the certificate of payment to Henricksen & Company in the amount of \$43,808.40 and to approve the certificate of payment to The Lombard Company in the amount of \$578,043.00. Gayle Crompton seconded the motion. Roll call indicated: Ayes—Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Nays—none. Motion carried.

SERVING OUR PUBLIC 2.0: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES 2009 EDITION—Chapter 5 – Technology

The Board believed we are making significant progress in this area, especially as the Romeoville Branch will soon be replacing two T1 lines with fiber optic service to provide much faster internet connectivity. Both the Crest Hill and Lockport Branches will gain fiber optic services as their facilities are renovated and/or built. Scott Pointon also discussed the trial of an “Easy Scan” device at the Lockport Branch’s temporary home in The Gaylord Building. This device would allow patrons to scan documents with the option of emailing them, saving them to a flash drive, or printing them. This would take the place of a public copier when in The Gaylord Building. If this device proved feasible, it may be instituted in our other branches.

DIRECTOR'S REVIEW

An Executive Session was needed.

EXECUTIVE SESSION--Personnel

Gayle Crompton moved the Board go into Executive Session for Personnel matters. Christine Siegel seconded the motion. All voted aye. Motion carried. The Board went into Executive Session at 8:32 p.m.

Adam Sulich moved the Board go back into Regular Session. Gayle Crompton seconded the motion. All voted aye. Motion carried.

The Board went back into Regular Session at 8:53 p.m.

The Board discussed Director Scott Pointon’s evaluation. Ann Lopez-Caneva and fellow trustees praised Scott Pointon for the exemplary service he has provided the District in all its

undertakings. They also questioned Scott Pointon if he felt additional staff assistance would enable him to expedite some of his duties, and if so, he had the Board's full support in acquiring the necessary staff.

Adam Sulich moved the Board approve Scott Pointon's salary in the position of Director to be \$120,000.00 annually and in addition to provide a \$3,000.00 bonus. Christine Siegel seconded the motion. Roll call indicated: Ayes—Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Nays—none. Motion carried.

Scott Pointon thanked the Board and stated it was an honor to serve the library district and its public and that he valued the Board's support and trust.

ADJOURNMENT

Gayle Crompton moved for adjournment at 9:05 p.m. Nancy Hackett seconded the motion. All voted aye. Motion carried.