

**WHITE OAK LIBRARY DISTRICT  
NOVEMBER 24, 2015  
REGULAR BOARD MEETING @ 7:00 PM  
LOCKPORT BRANCH**

**CALL TO ORDER**

President Gordon Butler called the Regular Board Meeting to order at 7:00 p.m. Board members present: Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Christine Siegel, Adam Woodworth, and Victor Zack. Board member absent: None.

Staff present: Scott Pointon and Beverly Krakovec

**PUBLIC COMMENTS** -- none.

**MINUTES**

*Nancy Hackett moved to approve the October 27, 2015 Regular Board Meeting Minutes as presented. Adam Woodworth seconded the motion. All voted aye. Motion carried.*

**CORRESPONDENCE** –none

**TREASURER’S REPORT**

Treasurer Victor Zack read the Treasurer’s Report for October 2015. Cash on hand as of October 1, 2015 was \$4,197,687.47. Income as of October 31, 2015 was \$393,222.49. Disbursements as of October 31, 2015 were \$289,649.55. Transfers and adjustments –\$200,000.00 was transferred from the Corporate Fund to the Building Reserve Fund. Cash on hand as of October 31, 2015 was \$4,301,260.41. The Bond Levy Account had funds of \$1,471,059.59 as of October 31, 2015.

*Victor Zack moved the Board approve the October 2015 Treasurer’s Report as presented with payment of bills for \$142,672.49, the November 4, 2015 payroll for \$96,237.42, and the November 18, 2015 payroll of \$94,501.83. Nancy Hackett seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Christine Siegel, Adam Woodworth, and Victor Zack. Nays—none. Motion carried.*

Personal Property Replacement Tax received to date totaled \$90,006.85. The Lockport Township estimate for FY 2014-2015 is \$265,774.02.

2014 Levy Real Estate Distributions and Interest received to date was \$5,439,005.82. Percent received to date is 98.30%.

Current interest rates for money market accounts as of November 24, 2015 are as follows: Harris Bank—0.100%, Illinois Funds—0.0331%, MB Financial Bank—0.200%.

**DIRECTOR’S REPORT**

In addition to his written report, Scott Pointon stated the District’s Strategic Plan currently is based on a calendar year, but that it would be more advantageous to have the plan follow the District’s fiscal year. District funds are allocated and spent within fiscal year parameters, so subsequent District goals should

follow funding. The Board agreed to change the time period for goals to the District's fiscal year and to put the complete fiscal years in place of the current dates listed.

Scott Pointon reported that Sarah Stumpf, one of our full-time Teen Librarians, has accepted a position with the Rockford Library. There is consideration to create two 25 hour part-time positions instead of filling the full-time position.

## **OLD BUSINESS**

### **BUILDING UPDATES**

Crest Hill—The District will be installing retractable shades on the West facing windows by the teen study counter and on the South windows by the circulation desk to counteract periods of sun glare.

All snow melt systems are operative and the District has sufficient salt for the season.

Adam Woodworth noted the drop in circulation and questioned if there was a particular material category that was experiencing lower usage. Scott Pointon stated the decrease was across all categories and that the staff is experimenting with various initiatives to boost circulation.

### **DATE CHANGE FOR MAY 2016 BOARD MEETING**

Scott Pointon requested the May 24, 2016 board meeting date be changed to May 31, 2016, due to a schedule conflict.

*Gayle Crompton moved the Board change the May 24, 2016 board meeting date to May 31, 2016. Deanna Amann seconded the motion. All voted ayes. Motion carried.*

### **LEASE OPTION FOR THEODORE ST. PROPERTY**

The Board discussed the possibility of leasing the Theodore St. property to an interested church group. Scott Pointon will investigate all options further and bring back relative information to the Board for consideration. The Board would want any leasing agreement to contain an option to purchase and a security deposit.

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

**EXECUTIVE SESSION** – Personnel—moved to Director's Review item

## **NEW BUSINESS**

### **2016 HOLIDAY CLOSINGS**

The Board reviewed the normal holiday closing for the 2016 calendar year.

*Gayle Crompton moved the Board adopt the 2016 Holiday Closings as presented. Victor Zack seconded the motion. All voted aye. Motion carried.*

**DIRECTOR'S REVIEW** – moved to the end of the agenda

### **SERVING OUR PUBLIC 5.0: Technology**

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

### **DIRECTOR'S REVIEW**

**EXECUTIVE SESSION** – Personnel

***Gayle Crompton moved the Board go into Executive Session for the Director’s review. Adam Woodworth seconded the motion. All voted aye. Motion carried.***

The Board went into Executive Session at 8:40 pm

***Gayle Crompton moved the Board come out of Executive Session. Adam Woodworth seconded the motion. All voted aye. Motion carried.***

The Board came out of Executive Session at 9:00 pm and resumed Regular Session.

The Board members each thanked Scott Pointon for another exemplary year of service with the District. Everyone touched upon how important his function is in our communities, acting as the “face of the library” and how his constant community involvement is a positive force for the District. Board members also noted the Director’s fiscal responsibility and his continual drive to keep them up-to-date and involved in the District’s activities. It was also noted that the Director has always treated all branches of the District as “equals” and has done an excellent job of team building.

***Gayle Crompton moved the Board set the Director’s annual salary at \$120,000.00, with a bonus of \$4,800.00. Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Christine Siegel, Adam Woodworth, and Victor Zack. Nays—none. Motion carried.***

#### **ADJOURNMENT**

***Christine Siegel moved for adjournment at 9:14 p.m. Deanna Amann seconded the motion. All voted aye. Motion carried.***