

**WHITE OAK LIBRARY DISTRICT  
NOVEMBER 26, 2013  
REGULAR BOARD MEETING @ 7:00 PM  
LOCKPORT BRANCH**

**CALL TO ORDER**

President Ann Lopez-Caneva called the Regular Board Meeting to order at 7:00 p.m. Board members present: Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Board member(s) absent: Deanna Amann.

Public present: Susan Schnittger.

**PUBLIC COMMENTS**

Ms. Schnittger restated her concerns regarding the entryway at the Lockport Branch. Her main points centered on the efficiency of the present entryway doors to moderate temperatures and the comfort level of the staff working at the nearby circulation desk. Ms. Schnittger suggested some type of window could be erected on the circulation desk to shelter staff from heat or cold. The Board thanked Ms. Schnittger for her comments and attendance at the board meeting.

**MINUTES**

*Gayle Crompton moved to approve the October 22, 2013 Regular Board Meeting as presented. Nancy Hackett seconded the motion. All voted aye. Motion carried.*

**CORRESPONDENCE**

Scott Pointon stated he had received thank you notes from residents at the Inn at Willow Falls, and Grand Haven, complimenting our Outreach Department on their services. The District was also given a Silver Medal Award for architectural design from the Association of Licensed Architects for the Romeoville Branch renovation. The District had also received a copy of a young person's school paper in which our teen librarian, Cindy Shutts, was detailed as her role model.

**TREASURER'S REPORT**

Treasurer Christine Siegel read the Treasurer's Report for October 2013. Cash on hand as of October 1, 2013 was \$5,236,534.07. Income as of October 31, 2013 was \$218,582.46. Disbursements as of October 31, 2013 were \$664,998.70. Transfers and adjustments—\$110,247.83 was transferred to the Corporate Fund from the Bond Fund to cover smaller bond invoice payments. Cash on hand as of October 31, 2013 was \$4,790,117.83. Cash on hand in the Bond Accounts was \$2,085,012.77.

*Christine Siegel moved the Board approve the October 2013 Treasurer's Report as presented, with the payments of the November 15, 2013 bills for \$615,645.25, the November 6, 2013 payroll for \$96,844.89, and the November 20, 2013 payroll for \$90,749.62. Victor Zack seconded the motion. Roll call indicated: Ayes—Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none. Motion carried.*

Personal Property Replacement Tax received to date totaled \$85,435.19. Lockport Township estimate for FY 2013-2014 is \$258,371.45.

2012 Levy Real Estate Distributions and Interest received to date was \$4,401,542.05. Percent received to date is 97.892%.

Current interest rate as of November 21, 2013 for money market accounts are as follows: Harris Bank—0.100% and Illinois Funds—0.021%.

## **DIRECTOR' S REPORT**

In addition to his written report, Scott Pointon stated our new phone system now integrates all three facilities, with the “brain center” at the Romeoville Branch. There are still some details that must be worked out to enable both the Crest Hill and Lockport branches to direct dial 911. Currently, when either Crest Hill or Lockport branches call 911 they are sent to the Romeoville 911 station. It has been determined that a POTS (plain old telephone service) line is needed at both facilities to have the 911 calls go directly to the correct location. At the Lockport Branch establishing a POTS line will be a simple matter. The Crest Hill Branch will need to have a copper line run from its building to the hookup on Weber Road. AT&T has already sent out a representative to establish the parameters of this job. The costs to the District could be as high as \$9,500.00, but there is no other way to accomplish a direct 911 setting for the Crest Hill Branch. Victor Zack commented that perhaps the District could recoup some of the funds when future businesses move into the development and seek to establish their own lines. Scott Pointon will keep the Board apprised of developments.

Scott Pointon has been able to negotiate with an auctioneer to do the Crest Hill Branch auction, with the auctioneer taking only 30% of the sales. The auction will probably take place later in the year.

## **OLD BUSINESS**

### Building Updates

Various punch lists items are being completed at Crest Hill and Lockport facilities. The 911 issues and their solutions were discussed earlier.

### Transfer of Surplus Funds

Scott Pointon reviewed the surplus funds from FY 2012-2013. Board members complimented Scott Pointon on his excellent management of funds. It was determined the surplus funds should be moved into the Building Reserve Fund. This would bring the Building Reserve Fund up to \$400,000.00.

*Christine Siegel moved that \$190,000.00, surplus funds from Fiscal Year 2012-2013 currently in the Corporate Fund, be transferred into the Building Reserve Fund. Gordon Butler seconded the motion. Roll call indicated: Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none. Motion carried.*

### Director's Review

It was determined an Executive Session was needed for the director's review.

## **EXECUTIVE SESSION – Personnel**

*Gayle Crompton moved the Board go into Executive Session for Personnel matters. Nancy Hackett seconded the motion. All voted aye. Motion carried.*

The Board went into Executive Session at 7:24 p.m.

***Christine Siegel moved the Board go back into Regular Session. Victor Zack seconded the motion. All voted aye. Motion carried.***

The Board went back into Regular Session at 7:59 p.m.

Ann Lopez-Caneva spoke for the Board and stated they were extremely satisfied and grateful for service Scott Pointon has provided the District. Board members all stated they were very pleased with the great progress the District has made under Scott Pointon's leadership.

Scott Pointon thanked the Board for their continued support and encouragement. Scott Pointon also stated that the Crest Hill Lions will be making some type of donation to the District for services/materials in the Crest Hill Branch.

Ann Lopez-Caneva stated that the District should be thinking about undertaking a new long-range plan and offered Scott Pointon all of board members' support for this endeavor. Scott Pointon stated that he would desire the District begin this process within the next year. There was general discussion regarding how to alleviate staff turnover and the benefits of offering recent library school graduates an opportunity to begin their library careers with our District. A subsequent discussion occurred regarding pay rates.

The District is very near to completing all construction payments, with approximately \$1,000,000.00 in bond funds still available to equip and enhance the buildings. Some of these funds could be used to purchase a bookmobile and/or add on the Outreach Department Offices to the Crest Hill Branch.

Scott Pointon discussed the advantages of establishing a multimedia creative space for our residents. Not only could individuals experiment with creating their own videos and record music, but the space could be used by local businesses to enhance their social media presence by creating promotional videos. The District would hire appropriate personnel to staff the space and instruct users. When the Outreach Department is eventually relocated to the Crest Hill Branch, that space at the Romeoville Branch could be the home of the multimedia creative space. The Board approved of this idea and saw it as a real opportunity to make the District's services vital to our communities' local businesses.

Scott Pointon stated he would like to pursue starting a District foundation to enable us to develop funds for future projects and not have to request funds from the public.

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

#### **NEW BUSINESS**

##### 2014 Holiday Schedule

The Board reviewed the proposed 2014 holiday schedule. This schedule did not deviate from previous year's holidays.

***Gayle Crompton moved the Board adopt the 2014 Holiday Schedule as presented. Christine Siegel seconded the motion. All voted aye. Motion carried.***

##### APPROVAL OF CONTRACTORS' PAYMENTS

The Board reviewed the contractors' payments submitted for payment.

*Gordon Butler moved the Board approve the contractor's certificate of payment to Al Treiber Associates for the Crest Hill and Lockport book shelves in the amount of \$118,963.25. Christine Siegel seconded the motion. Roll call indicated: Ayes—Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none. Motion carried.*

*Gordon Butler moved the Board approve the contractor's certificate of payment to the Frederick Quinn Corporation for the Lockport project in the amount of \$172,831.00. Nancy Hackett seconded the motion. Roll call indicated: Ayes—Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none. Motion carried.*

*Gordon Butler moved the Board approve the contractor's certificate of payment to The Lombard Company for the Crest Hill project in the amount of \$39,209.00. Christine Siegel seconded the motion. Roll call indicated: Ayes—Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none. Motion carried.*

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

Our Board reviewed the standards in question and believed the District is doing an exemplary job in meeting such standards, especially with all new computers and increased bandwidth capabilities.

**ADJOURNMENT**

*Victor Zack moved for adjournment at 8:26 p.m. Nancy Hackett seconded the motion. All voted aye. Motion carried.*