

**WHITE OAK LIBRARY DISTRICT
DECEMBER 17, 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: Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Board member(s) absent: none.

Public present: Susan Schnittger.

PUBLIC COMMENTS

Ms. Schnittger questioned if there had been any resolution about her concerns regarding the entryway at the Lockport Branch. She stated she would be willing to assist with helping to resolve any entryway issues and offered to work with the library's architects on the matter. The Board thanked Ms. Schnittger for her comments and attendance at the board meeting.

MINUTES

Gayle Crompton moved to approve the November 26, 2013 Regular Board Meeting as presented. Christine Siegel seconded the motion. All voted aye. Motion carried.

CORRESPONDENCE

Scott Pointon displayed a letter he had received from Patricia Kulesza, the Richland School District's media director, complimenting the Children's Services staff at the Crest Hill Branch for their continued outstanding work assisting Richland School's teachers and students.

TREASURER'S REPORT

Treasurer Christine Siegel read the Treasurer's Report for November 2013. Cash on hand as of November 1, 2013 was \$4,790,117.83. Income as of November 30, 2013 was \$71,799.21. Disbursements as of November 30, 2013 were \$802,105.88. Transfers and adjustments—\$157,154.38 was transferred to the Corporate Fund from the Bond Fund to cover smaller bond invoice payments, and an adjustment of \$8.91 was made to the Corporate Fund account due to a voided check. Cash on hand as of November 30, 2013 was \$4,059,820.07. Cash on hand in the Bond Accounts was \$1,601,006.35.

Christine Siegel moved the Board approve the November 2013 Treasurer's Report as presented, with the payments of the December 16, 2013 bills for \$322,516.34, the December 4, 2013 payroll for \$90,034.98, and the December 18, 2013 payroll for \$90,647.66. Gayle Crompton seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Christine Siegel, and Victor Zack. Abstained—Ann Lopez-Caneva. Nays—none. Motion carried.

Ann Lopez-Caneva stated she had abstained from the vote to approve the Treasurer's Report because the District's bills had a payment to the Lockport Township High School, and as she sits on the high school board, she felt her vote to approve the report would be a conflict of interest.

Personal Property Replacement Tax received to date totaled \$97,842.33. 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 December 17, 2013 for money market accounts are as follows: Harris Bank—0.100% and Illinois Funds—0.014%.

DIRECTOR' S REPORT

Scott Pointon commented on the increase in circulation at all three branches and stated that if the current trend continues, the District would easily see over 500,000 items circulated by the end of the fiscal year

OLD BUSINESS

BUILDING UPDATES

Lockport: Scott Pointon has met with the general contractors to resolve building issues regarding the entryway doors and heating/cooling features. Both of these concerns should be addressed and completed relatively soon. Contractors are also fixing lights in the adult services area, and adjusting the water pressure in the men's washroom.

Crest Hill: A new tech sub-contractor needs to be hired to resolve various issues, one of which is the replacement of the server racks in the server room. In addition, fiber optic connections need to be established between the server room and the secondary wiring closet. Casework has been delivered and is currently being installed and should be completed within two weeks.

Other smaller punch lists items are being completed at Crest Hill and Lockport facilities.

DIRECTOR'S REVIEW

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

EXECUTIVE SESSION – Personnel

Gordon Butler moved the Board go into Executive Session for Personnel matters and asked that Director Scott Pointon attend the session. Nancy Hackett seconded the motion. All voted aye. Motion carried.

The Board went into Executive Session at 7:25 p.m.

Deanna Amann moved the Board go back into Regular Session. Nancy Hackett seconded the motion. All voted aye. Motion carried.

The Board went back into Regular Session at 7:52 p.m.

Ann Lopez-Caneva spoke for the Board and expressed how appreciative and deeply grateful they are for the exemplary service Scott Pointon has provided the District. The great strides the District has made would not have been possible without Scott Pointon's leadership.

Victor Zack moved the Board approve a bonus in the amount of \$7,000.00 be given to Director Scott Pointon. Scott Pointon's annual salary would remain \$120,000.00. Gayle Crompton seconded the

motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none. Motion carried.

Scott Pointon thanked the Board for their continued support and encouragement.

EXECUTIVE SESSION – Real Property –none needed.

NEW BUSINESS

POTENTIAL DONOR/NAMING OPPORTUNITIES

Potential Donor/Naming Opportunities

The Crest Hill Lions Club is interested in sponsoring the remaining public computers at the Crest Hill facility. As the group’s funding would be significantly impacted if they were to provide the computer monies in one large sum, the group seeks an arrangement that would allow them to provide perhaps 50% of the funds now, with the remainder of the funds to be allocated in 25% increments over the next two years. The Board felt this would be a fair arrangement. A letter will be composed detailing this arrangement and Gordon Butler will contact the Crest Hill Lions with such. If the group is amenable to this plan, a plaque will be placed in an appropriate location in the Crest Hill computer area acknowledging the Crest Hill Lions donations.

Scott Pointon displayed the White Oak Library District time line plaques. Each facility will have a plaque placed in a prominent public area. The Board was pleased with the finished plaques. Scott Pointon will contact the individuals named on the plaques when they are all in place.

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 The Lombard Company for the Crest Hill project in the amount of \$162,682.00. Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none. Motion carried.

Deanna Amann moved the Board approve the contractor’s certificate of payment to the Frederick Quinn Corporation for the Lockport project in the amount of \$79,196.00. Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, 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 6—Access

Our Board reviewed the standards in question and believed the District is doing an exemplary job in meeting such standards. Signage indicating library hours still need to installed at the Crest Hill and Lockport facilities.

ADJOURNMENT

Deanna Amann moved for adjournment at 8:13 p.m. Gayle Crompton seconded the motion. All voted aye. Motion carried.