

**WHITE OAK LIBRARY DISTRICT
JANUARY 24, 2012
REGULAR BOARD MEETING @ 7:00 PM
LOCKPORT BRANCH**

PLEDGE OF ALLEGIANCE

President Ann Lopez-Caneva called the Regular Meeting to order at 7:00 pm. Board members present: Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Board members absent: none.

Guests: Victor Zack and Susan Schnittger.

PUBLIC COMMENTS—none.

MINUTES

Gayle Crompton moved to approve the December 20, 2011 Regular Board Meeting Minutes with the noted correction of the first line to begin “Treasurer Deanna Amann read the Treasurer’s Report for November 2011.” Nancy Hackett seconded the motion. All voted aye. Motion carried.

CORRESPONDENCE

Scott Pointon confirmed board members who had expressed interest in attending the Lockport State of the City Address on Friday, February 10, 2012.

TREASURER’S REPORT

Treasurer Deanna Amann read the Treasurer’s Report for December 2011. Cash on hand as of December 1, 2011 was \$19,805,114.19. Income as of December 31, 2011 was \$88,561.26. Disbursements as of December 31, 2011 were \$1,665,720.23. Transfers and adjustments—\$44,072.04 was transferred from the MB Financial Bank Money Market Bond Account to the Harris Corporate Fund Account to cover smaller bond expenses. Cash on hand as of December 31, 2011 was \$18,227,955.22. Cash on hand in the Bond Accounts as of December 31, 2011 was \$16,381,415.07.

Deanna Amann moved to approve the December 2011 Treasurer’s Report as presented, with the payment of the January 16, 2012 bills for \$704,563.03, the January 4, 2012 payroll of \$77,793.30, and the January 18, 2012 payroll of \$76,707.80. Adam Sulich seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Nays—none. Motion carried.

Personal Property Replacement Tax received to date was \$132,322.04. The township estimate to be received for FY 2011-2012 is \$221,853.98. 2010 Levy Real Estate Distribution and Interest received to date totaled \$4,258,532.62. Percentage received to date is 99.681%.

The current interest rates as of January 24, 2012 for money market accounts are as follows:
Harris Bank—0.150% and Illinois Funds—0.107%.

Nancy Hackett pointed out some figures in the %Used column on page (4) of the December 2011 Treasurer’s Report were not updated.

DIRECTOR'S REPORT

Aside from his submitted written report, Scott Pointon gave a brief update on staff member Kristin Nimmo's medical recovery. Scott Pointon also stated the Pinnacle consortium has established a memorandum of understanding with Polaris, our future catalog operating system. The memorandum will be signed shortly and our "go live" date to be operating on Polaris is June 14, 2012.

OLD BUSINESS

BUILDING UPDATES

Crest Hill – Value engineering aspects were reviewed. Since further value engineering for Crest Hill could take more time, there is an option to have the Lockport project go out to bid first, with the Crest Hill project bidding later. As long as contracts were not awarded prior to both bid openings occurring, the Board had no objection to Lockport going to bid first. Board members were concerned sufficient funds would not be available for the Crest Hill project.

Lockport – Work is underway to move into the Gaylord Building and our architects are set to go before the Lockport Planning Commission. Scott Pointon will be sending a letter requesting the city waive our building permit.

Romeoville – We are fully operational in the renovated lower level. Waterproofing is being done on the entryway arch and the inner doors are installed. Some archway panels still need to be installed. Many items on the architects punch lists are being worked on. The elevator will undergo a pressure test to determine if a leak is present. The date for this test is currently undetermined. When the testing is being done, we will lose use of the elevator for approximately two days. Depending on the results of the test, we may need to have parts replaced, which will necessitate the elevator being out of service for a longer time period. Lombard will try to coordinate any elevator repair with the opening of our north public stairwell.

EXECUTIVE SESSION—Real Property—none needed.

EXECUTIVE SESSION—Personnel—none needed.

NEW BUSINESS

REVIEW OF MOVING/STORAGE EXPENSES

Scott Pointon reviewed the comparison of the library moving company price quotes versus the actual costs. The District has used both Scott Hallett Moving and staff to accomplish all of our moving to date, with significant cost savings.

REVIEW OF STORAGE LEASE

The Board reviewed the proposed storage unit lease, which is for \$1,300 per month for one year, with the option of continuing the lease on a month-to-month basis at the same price. The unit has heat and air conditioning, water and a sprinkler system in place. The cost of the storage unit would come out of the contingency line item of the construction project. The utilities on the unit will be paid separately. The Board wanted clarification on the month to month option to continue the lease after the one year period, as the contract had the number (0) in the contract.

Gayle Crompton moved to approve the storage lease at \$1,300.00 per month, plus utilities, with the noted clarifications to the contract. Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Nays—none. Motion carried.

APPROVAL OF JOB DESCRIPTION

The Board reviewed the job description for Administrative Assistant. This individual would provide general assistance to staff working in the District administrative offices.

Gordon Butler motioned to approve the job description as presented. Christine Siegel seconded the motion. All voted aye. Motion carried.

APPROVAL OF CONTRACTORS' PAYMENTS

The Board reviewed the contractor payment submitted.

Gayle Crompton moved the Board approve the certificate of payment to The Lombard Company in the amount of \$457,150.00. Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, 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 7—Collection Management & Resource Sharing

The Board agreed that our collection management meets library standards. We spend 12% of our budget on materials and the District also fully participates in and promotes interlibrary loan.

Scott Pointon reported the District's attorney, John Even, is still hospitalized.

ADJOURNMENT

Adam Sulich moved for adjournment at 8:16 p.m. Nancy Hackett seconded the motion. All voted aye. Motion carried.