

**WHITE OAK LIBRARY DISTRICT
JANUARY 28, 2014
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 COMMENTS

Nancy Hackett stated the Romeoville Historical Society has won an award from the Illinois Historical Society for their *Romeoville* book. Everyone congratulated Nancy Hackett and the Romeoville Historical Society for their dedication in creating the book.

MINUTES

Gayle Crompton moved to approve the December 17, 2013 Regular Board Meeting as presented. Victor Zack seconded the motion. All voted aye. Motion carried.

CORRESPONDENCE – none

TREASURER’S REPORT

Treasurer Christine Siegel read the Treasurer’s Report for December 2013. Cash on hand as of December 1, 2013 was \$4,059,820.07. Income as of December 31, 2013 was \$98,286.40. Disbursements as of December 31, 2013 were \$1,238,092.28. Transfers and adjustments—\$190,000.00 surplus from FY 2012-2013 was transferred to the Corporate Fund to the Building Reserve Fund; \$632,731.26 was transferred to the Corporate Fund from the Bond Fund to cover smaller bond invoice payments and the bond payment due on 12/31/2013; \$3,804.22 was transferred from the Building Reserve Fund to the Corporate Fund to cover part of the bond payment due 12/31/2013. Cash on hand as of December 31, 2013 was \$2,920,014.19. Cash on hand in the Bond Accounts was \$763,123.44.

Christine Siegel moved the Board approve the December 2013 Treasurer’s Report as presented, with the payments of the January 15, 2014 bills for \$808,061.26, the January 15, 2014 payroll for \$89,040.98, and the January 29, 2014 payroll for \$93,025.10. Deanna Amann 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.

Personal Property Replacement Tax received to date totaled \$139,836.53. Lockport Township estimate for FY 2013-2014 is \$258,371.45.

2012 Levy Real Estate Distributions and Interest received to date was \$4,476,625.35. Percent received to date is 99.560%.

Current interest rate as of January 28, 2014 for money market accounts are as follows: Harris Bank—0.100% and Illinois Funds—0.013%.

DIRECTOR' S REPORT

Scott Pointon stated the Romeoville State of the Village Address will be on Thursday, March 6th and the Lockport State of the City Address will be on Tuesday, April 15th. Board members who wish to attend should alert Scott Pointon. Currently, there is no information when/if the City of Crest Hill will have such an event.

Scott Pointon reported there are a number of churches interested in the old Crest Hill facility and that he has shown the facility to interested church officials. The board will be kept apprised of any developments.

The District will possibly hold an auction at the old Crest Hill facility in late February.

OLD BUSINESS

BUILDING UPDATES

Lockport: More punch list items are being completed on a daily basis. The extreme cold is affecting all our facilities, with the Lockport Branch still needing to have the circulation workroom temperature adjusted. Work still needs to be completed on running new drain lines in the fan coil air conditioner units and the removal and reinstallation of the front entry doors. The new set of entry doors will be installed when warmer temperatures arrive.

Crest Hill: More of the wooden casework has been installed. There are still some minor low-voltage jobs to be completed and proper server racks need to be installed. Drywall replacement in the water-damaged Teen Room will be completed soon.

Romeoville: The snow melt system is partially working and continues to randomly trip circuit breakers. The situation is still being investigated.

EXECUTIVE SESSION – Real Property – none needed.

EXECUTIVE SESSION – Personnel—none needed

NEW BUSINESS

FINANCE POLICY

The District's Finance Policy was last reviewed and updated in 2002. Scott Pointon revamped the Finance Policy taking much of the language from the State of Illinois Public Funds Act. The Finance Policy is basically formalizing and incorporating into policy actions the District is already accomplishing. The objectives listed detail that any investments the District makes must be legal, not risk any principal, have liquidity, and achieve the best yield. The Board reviewed the document. Deanna Amann asked if the District has financial internal controls in place. Scott Pointon stated staff follows strict procedures that insure no single individual has sole access to funds. The Board approved the new Finance Policy.

Christine Siegel moved the Board adopt the new White Oak Library District Finance Policy as presented. Deanna Amann 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.

BANKING PROPOSALS

The District had not been to market in over three years and the low interest rates evident in recent months signaled we should review the issue. Scott Pointon sent out proposals in mid-January 2014 to five of the largest area banks requesting them to inform the District how they could best manage our operating funds.

The five banks contacted were: BMO Harris, Chase, Fifth/Third, MB Financial, and PNC Bank. Proposals were received from Chase, Fifth Third, and MB Financial. The Board reviewed the proposals. After consideration, it was determined that MB Financial offered the District the best interest rate for operating funds, but the District would also maintain a checking account at Harris Bank.

Deanna Amann moved the District transfers the bulk of its operating funds to MB Financial Bank and also maintain a checking account at BMO Harris, in addition the Board was to authorize the Director to establish the account, order checks, make arrangements to wire District funds into the account, and take care of other miscellaneous items relating to the changeover. 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.

FUTURE BUILDING PLANS

Scott Pointon stated the final cost of all our building projects will necessitate the use of some Building Reserve Funds. The Board discussed future building projects which included the following:
Crest Hill Branch—Establish an Outreach Department office and garage, and acquire a bookmobile for the District. Lockport Branch—Erect a fence on the west side of the parking lot and also a dumpster surround in the parking lot. Romeoville Branch—Outfit the graphic arts room with appropriate equipment and build a new dumpster surround. Any future building projects will be dependent on factors such as any surplus funds at the end of the fiscal year, potential property sales, and overall revenues. The Board will carefully consider such projects.

APPROVAL OF CONTRACTORS' PAYMENTS

The Board reviewed the contractor's payment submitted for approval and payment.

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 \$63,710.00. Gordon Butler 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 7—Collection Management & Resource Sharing

Our Board reviewed the standards in question and believed the District is accomplishing all the proper guidelines.

ADJOURNMENT

Gordon Butler moved for adjournment at 8:32 p.m. Gayle Crompton seconded the motion. All voted aye. Motion carried.