

**WHITE OAK LIBRARY DISTRICT
MARCH 26, 2013
REGULAR BOARD MEETING @ 7:00 PM
CREST HILL BRANCH**

CALL TO ORDER

Vice-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, and Adam Sulich. Board member absent: Ann Lopez-Caneva.

PUBLIC COMMENTS – none

CORRESPONDENCE – none

MINUTES

Gayle Crompton moved to approve the February 26, 2013 Regular Board Meeting Minutes as presented.

Nancy Hackett noted her name was not listed among the board members who attended the ILA Trustee Workshop. Beverly Krakovec will correct the minutes to reflect Nancy Hackett attended the workshop.

Gayle Crompton moved to amend her original motion to include the noted correction. Nancy Hackett seconded the motion. All voted aye to approve the minutes. Motion carried.

TREASURER'S REPORT

Treasurer Deanna Amann read the Treasurer's Report for February 2013. Cash on hand as of February 1, 2013 was \$11,432,852.36. Income as of February 28, 2013 was \$6,475.47. Disbursements as of February 28, 2013 were \$1,219,686.89. Transfers and adjustment—\$39,975.00 was transferred from the Corporate Fund to the IMRF Fund and \$25,035.00 was transferred to the Social Security Fund to cover payments for the next couple of months; and \$21,547.17 was transferred to the Corporate Fund from the Bond Fund to cover smaller bond invoice payments. An adjustment of \$130.18 was made due to a voided check. Cash on hand as of February 28, 2013 was \$10,219,771.12. Cash on hand in the Bond Accounts as of February 28, 2013 was \$8,740.236.35.

Deanna Amann moved the Board approve the February 2013 Treasurer's Report as presented, with the payments of the March 15, 2013 bills for \$1,002,821.90, the March 13, 2013 payroll for \$87,629.64, and the March 27, 2013 payroll for \$86,744.28. Christine Siegel seconded the

motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Christine Siegel, and Adam Sulich. Nays—none. Motion carried.

Personal Property Replacement Tax received to date totaled \$137,273.73. The Township's estimate of funds to be received for FY 2012-2013 is \$191,507.82.

2011 Levy Real Estate Distributions and Interest received to date was \$4,374,116.69. Percent received to date is 99.641%.

Current interest rates as of March 26, 2013 for money market accounts are as follows: Harris Bank – 0.100% and Illinois Funds – 0.052%.

DIRECTOR'S REPORT

In addition to his report, Scott Pointon stated a budget brainstorming session regarding the next fiscal year had been held with management staff. Scott Pointon will bring a working budget to the Board at the April or May regular meeting. It was also noted that maintenance service agreements for the Romeoville Branch are now coming due, so funding for these agreements will be factored into the new budget.

OLD BUSINESS

BUILDING UPDATES

Crest Hill—Progressing well and on schedule. Almost all drywall is completed, along with the installation of windows.

Lockport—Progressing well and on schedule. Many new windows have been installed, with the most dramatic on the east side of the building. Almost all of the thin brick cladding is completed, as is the drywall upstairs.

Romeoville—The boiler issue appears to have been resolved. The controller module unit on the boiler has been replaced.

The furniture bid for the Crest Hill and Lockport facilities was approximately \$85,000.00 over the budgeted amount. The commercial furniture bid encompassing the public furniture was higher than expected. Our designer will work with various options to lower the costs. The shelving and systems furniture bids were within an acceptable range. If needed, the District can accept the bids for the shelving and systems furniture and rebid the commercial furniture package. The Board will be kept apprised of what action needs to be taken.

EXECUTIVE SESSION – Real Property—none needed

EXECUTIVE SESSION – Personnel

Gordon Butler called for an Executive Session for Personnel issues.

Deanna Amann moved the Board go into Executive Session for Personnel issues. Adam Sulich seconded the motion. All voted aye. Motion carried. The Board went into Executive

Session at 7:35 p.m.

Nancy Hackett moved the Board come out of Executive Session. Christine Siegel seconded the motion. All voted aye. Motion carried. The Board came out of Executive Session at 8:17 p.m.

Christine Siegel moved the Board go back into Regular Session. Adam Sulich seconded the motion. All voted aye. Motion carried. The Board went back into Regular Session at 8:18 p.m.

NEW BUSINESS

APPROVAL OF REVISED CIRCULATION POLICY

The Board reviewed the revised Circulation Policy. The Board wanted to ensure that someone was responsible for lost materials for Resident Institutional Borrowers, as detailed in “section e”. Scott Pointon assured the Board that appropriate measures are taken to assign responsibility for any lost/damaged items.

Nancy Hackett requested the wording in Section 302 a) to be changed from “If a patron does not present a card at the time of checkout, they must present a photo i.d. to do so.” The section should read “If a patron does not present a card at the time of checkout, they must present a photo i.d. to checkout.” The words “do so” were replaced with “checkout”, to make a clearer statement.

Christine Siegel requested the word “that” be added to Section 301 b) to read in the last sentence “Please note **that** there are no unserved areas within the State of Illinois for which White Oak Library District would be the proper organization to issue a non-resident card.”

Gayle Crompton moved the Board accept the revised Circulation Policy with the noted corrections. Nancy Hackett seconded the motion. All voted aye. Motion carried.

CLOSING OF LOCKPORT BRANCH FOR CANAL DAYS

Scott Pointon requested the Board approve the Lockport Branch be closed for Saturday and Sunday of the Canal Days weekend, as the library services would not be able to be conducted due to parking restrictions and crowd issues. Canal Days traditionally takes place on Father’s Day weekend. The Board agreed to the closure.

APPROVAL OF CONTRACTOR’S PAYMENTS

Gayle Crompton moved the Board approve the contractor’s certificate of payments to The Lombard Company for the Crest Hill project in the amount of \$480,167.00, and to Frederick Quinn Corporation for the Lockport project in the amount of \$395,668.00. Adam Sulich seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Christine Siegel, and Adam Sulich. Nays—none. Motion carried.

**SERVING OUR PUBLIC 2.0: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES
2009—EDITION – Chapter 10 – Marketing, Promotion, and Collaboration**

The Board reviewed the standards in question and found the District is making strides in enhancing its online marketing presence with active Facebook and Twitter accounts, in addition to print and in-house publicity.

ADJOURNMENT

Gayle Crompton moved for adjournment at 8:55 p.m. Deanna Amann seconded the motion. All voted aye. Motion carried.

