

**WHITE OAK LIBRARY DISTRICT**  
**APRIL 23, 2013**  
**REGULAR BOARD MEETING @ 7:00 PM**  
**CREST HILL 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, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Board members absent: Gayle Crompton. Nancy Hackett arrived at the meeting at 7:10 p.m.

**PUBLIC COMMENTS**

Ann Lopez-Caneva extended a welcome from the Board to audience member Victor Zack, our newly elected trustee. Mr. Zack said hello to the Board.

**CORRESPONDENCE**

Dev Trivedi invited all library trustees to a Lockport Open House on Monday, April 29, 2013 from 3:30-7:30 p.m. in the Lockport City Council Board Room.

**MINUTES**

*Christine Siegel moved to approve the March 26, 2013 Regular Board Meeting Minutes as presented. Deanna Amann seconded the motion. All voted aye. Motion carried.*

**TREASURER'S REPORT**

Treasurer Deanna Amann read the Treasurer's Report for March 2013. Cash on hand as of March 1, 2013 was \$10,219,771.12. Income as of March 31, 2013 was \$22,175.55. Disbursements as of March 31, 2013 were \$1,178,398.79. Transfers and adjustments--\$31,732.74 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 March 31, 2013 was \$9,063,547.88. Cash on hand in the Bond Accounts as of March 31, 2013 was \$7,818,609.47.

Nancy Hackett joined the meeting at 7:10 p.m.

*Deanna Amann moved the Board approve the March 2013 Treasurer's Report as presented, with the payments of the April 15, 2013 bills for \$1,112,766.53, the April 10, 2013 payroll for \$86,645.56, and the April 24, 2013 payroll for \$86,261.95. Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Nays—none. Abstained—Nancy Hackett.*

Personal Property Replacement Tax received to date totaled \$190,064.33. The Township's estimate to be received for FY 2012-2013 is \$191,507.82.

2011 Levy Real Estate Distribution and Interest received to date was \$4,375,382.87. Percent received to date is 99.670%.

Current interest rates as of April 24, 2013 for money market accounts are as follows: Harris Bank—0.100% and Illinois Funds—0.041%.

Ann Lopez-Caneva stated she was at a recent Lockport High School Board Meeting and was made aware that the school is in need of additional spaces for training special education students in various life skills. The potential to possibly sell or lease the soon-to-be vacated Crest Hill Branch to the high school was discussed by the library board. Scott Pointon will soon meet with Dr. Huntington to visit the Crest Hill Branch to explore such options.

### **DIRECTOR'S REPORT**

In addition to his written report, Scott Pointon elaborated on the options for either selling or leasing the Crest Hill Branch. Our desire would be to be fully operational at the new Crest Hill Branch, and then plan to auction off items from the old branch. We would not want to be rushed into vacating the old building, but we will remain open to options as they come to our attention.

### **OLD BUSINESS**

Crest Hill—Work continues on-track to meet the target date for completion, with drywall rapidly going up.

Lockport—Scaffolding is down and the project is also progressing on schedule, with drywall being installed.

Scott Pointon invited the Board to visit both the Crest Hill and Lockport's construction sites at future dates.

The Board may need to hold a special board meeting, tentatively scheduled for May 7, 2013 to approve the commercial furniture bid. The shelving and systems furniture package bids openings took place on April 23, 2013, with attractive results. The Board may meet prior to the start of the special meeting on May 7, 2013 to view the Lockport construction site.

### **USE OF HISTORIC STONE AT LOCKPORT**

Scott Pointon reviewed the options for the use of both natural and cultured stone at the Lockport Branch. The planned use of the historic stone from the Seven Arches Bridge in Lockport is in question. The stone was initially thought to be limestone. It has been discovered that the stone is not limestone and is also extremely heavy. Using the historic stone would necessitate a large amount of funds expended to strengthen the wall on which the stone would be affixed. Another option is to use cultured stone, which has the appearance of natural stone, but is much lighter and would not cost additional funds. Finally, the Board could decide to eliminate the use of stone altogether and simply drywall the area in question. The Board members felt the use of cultured stone would accomplish the desired esthetic affect without additional costs.

EXECUTIVE SESSION – Real Property – none needed

EXECUTIVE SESSION – Personnel – none needed

## **NEW BUSINESS**

### APPROVAL OF DISTRICT PAY SCALE

Scott Pointon reviewed an issue the District is facing as there are a number of employees who have reached, or will soon reach, the upper-most step in their respective salary scale. This would result in the loss of rewarding such staff for meritorious service. Since all pay increases given by the District are based on merit, an alternative means to reward excellent service must be devised.

Scott Pointon and the Board reviewed a proposal by which staff who reach the highest step in their pay scale, Step 40, would then be “capped”. These staff members would continue to receive an annual performance review, and if their work performance merits it, would be given a lump sum bonus not to exceed 4% of their base salary. The bonus would in no way become a part of their ongoing salary and would not accumulate from year to year. “Capped” employees would be motivated to sustain a high level of work performance to avoid getting a lesser bonus in the following year. The Board agreed this proposal would be both fair and fiscally responsible.

***Adam Sulich moved the Board approve the District pay scale as presented and also that when an employee reaches Step 40 on the pay scale, they may receive a yearly bonus not to exceed 4% of their base salary, at the discretion of management. Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Nays—none. Motion carried.***

### APPROVAL OF FY 2013-2014 WORKING BUDGETS

Scott Pointon and the Board reviewed the estimated income and the proposed working budget for FY 2013-2014. Staff increases are needed due to the opening of the newly built Crest Hill Branch and the renovated Lockport Branch. It is anticipated that both facilities will see a sharp increase in usage, necessitating additional staff. Also staff had been reduced at these two facilities during construction. The Board reviewed the changes in some budget lines that reflect fluctuating usage. Both our postage and electrical costs have seen a decrease, so those line items funds were reduced for the coming year. Conversely, new funds will be needed to pay for service contracts for all of the District-wide new equipment. The Board stated they believed Scott Pointon had done a thorough and fiscally responsible job on both the estimated income and the proposed working budget. The Board discussed the option of having their board packets emailed to them instead of having print copies mailed. At this juncture, it was decided not to eliminate the mailed board packets.

***Adam Sulich moved the Board approve the FY 2013-2014 Working Budget as presented. Nancy Hackett seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon***

*Butler, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Nays—none. Motion carried.*

#### APPROVAL OF FURNITURE BIDS

The Board reviewed the furniture bids in question for the Crest Hill and Lockport facilities. *Deanna Amann moved the Board approve furniture package #1 for library shelving, end panels and canopy tops from Al Treiber Associates in the amount of \$304,430.80, and furniture package #3 for systems furniture in the amount of \$57,804.20 from Henricksen & Company. Gordon Butler seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Nays—none. Motion carried.*

The Board and Scott Pointon discussed workman’s compensation and disability benefits.

#### APPROVAL OF CONTRACTORS’ PAYMENTS

The Board reviewed the contractors’ submissions for payment. *Adam Sulich moved the Board approve the contractor’s certificate of payment to the Frederick Quinn Corporation for the Lockport project in the amount of \$628,752.00, and to The Lombard Company, for the Crest Hill project, in the amount of \$387,738.00. Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, 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 11—System and ILLINET Membership**

The Board reviewed the standards in question and found the District met the requirements. We are a member in good standing in RAILS and fully participate in interlibrary loan processes.

#### **ADJOURNMENT**

*Nancy Hackett moved for adjournment at 8:56 p.m. Adam Sulich seconded the motion. All voted aye. Motion carried.*