

**WHITE OAK LIBRARY DISTRICT**  
**MAY 28, 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 member present: Deanna Amann, Gordon Butler, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Board members absent: Gayle Crompton.

Guest present: Victor Zack, newly elected trustee, and Romeoville Mayor Noak.

**PUBLIC COMMENTS**—Nancy Hackett commented she had attended a Lockport American Legion flag burning ceremony for the proper disposal of worn and tattered American flags. Many of the flags had been collected at White Oak Library District branches in designated drop boxes.

**MINUTES**

*Christine Siegel moved to approve the April 23, 2013 Regular Board Meeting Minutes and the May 7, 2013 Special Board Meeting Minutes as presented. Nancy Hackett seconded the motion. All voted aye. Motion carried.*

**CORRESPONDENCE**—The District received a thank you note from Jessica Wisnewski from Joliet Junior College thanking teen librarian Cindy Shutts for assisting with their World Book Night and conducting book talks.

Scott Pointon passed on information from ILA urging trustees to contact their legislators to support House Bill 214, which would increase funding for Illinois Per Capita Grants.

**TREASURER'S REPORT**

Treasurer Deann Amann read the Treasurer's Report for April 2013. Cash on hand as of April 1, 2013 was \$9,063,547.88. Income as of April 30, 2013 was \$66,771.54. Disbursements as of April 30, 2013 were \$1,284,970.34. Transfers and adjustments—\$18,758.61 was transferred to the Corporate Fund from the Bond Fund to cover smaller bond invoice payments; \$14,000.00 was transferred to the IMRF Fund from the Corporate Fund to cover the April IMRF payment; an adjustment of \$136.68 was made due to a voided check. Cash on hand as of April 30, 2013 was \$7,845,485.76. Cash on hand in the Bond Accounts was \$6,784,403.10.

*Deanna Amann moved the Board approve the April 2013 Treasurer's Report as presented, with the payments of the May 15, 2013 bills for \$1,182,246.72, the May 8, 2013 payroll for \$86,652.42, and the May 22, 2013 payroll for \$87,772.44. Adam Sulich 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.*

Personal Property Replacement Tax received to date totaled \$237,695.29. The Township's estimate to be received for FY 2012-2013 is \$191,507.82.

2012 Levy Real Estate Distributions and Interest received to date was \$128,242.56. Percent received to date is 2.852%.

Current interest rate as of May 28, 2013 for money market accounts are as follows: Harris Bank—0.100% and Illinois Funds—0.012%.

## **DIRECTOR' S REPORT**

Scott Pointon did not have any additions to his written report. He did note that the Friends of the Library had made another generous donation of \$2,000.00 toward more children's books for the Crest Hill Branch, and \$500.00 toward Book Lovers Day.

## **OLD BUSINESS**

### Building Updates

Crest Hill—The projected date for substantial completion is July/August. The facility could be ready to reopen sometime in August.

Lockport—The projected date for substantial completion is sometime in late August and the facility could be ready to reopen in late September.

Scott Pointon noted there may be some bond funds remaining after all the construction projects are completed. If such funds do exist, the Lockport Branch parking lot is in dire need of a complete replacement. As we get closer to the completion dates for both remaining construction projects, the District will determine what bond funds are available to redo the parking lot.

**EXECUTIVE SESSION** – Real Property – moved to later in the agenda.

## **NEW BUSINESS**

### SWEARING IN NEW TRUSTEE

President Ann Lopez-Caneva administered the oath of office to newly elected trustee Victor Zack. Everyone welcomed Mr. Zack to the Board.

### ELECTION OF OFFICERS

Scott Pointon opened the nominations for the office of president.

***Gordon Butler nominated Ann Lopez-Caneva. Deanna Amann seconded the nomination.***

Scott Pointon called for further nominations for this office three times. No other nominations were made. The nominations were closed.

***Roll call on the above nomination indicated: Ayes—Deanna Amann, Gordon Butler, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none.***

Ann Lopez-Caneva was elected to the office of President of the White Oak Library District.

Ann Lopez-Caneva opened the nominations for the office of vice-president.

***Ann Lopez-Caneva nominated Gordon Butler. Nancy Hackett seconded the nomination.***

Ann Lopez-Caneva called for further nominations for this office three times. No other nominations were made. The nominations were closed.

***Roll call on the above nomination indicated: Ayes—Deanna Amann, Gordon Butler, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none.***

Gordon Butler was elected to the office of Vice-President of the White Oak Library District.

Ann Lopez-Caneva opened the nominations for the office of treasurer.

***Ann Lopez-Caneva nominated Christine Siegel. Gordon Butler seconded the nomination.***

Ann Lopez-Caneva called for further nominations for this office three times. No other nominations were made. The nominations were closed.

***Roll call on the above nominations indicated: Ayes—Deanna Amann, Gordon Butler, Nancy Hackett, Ann Lopez-Caneva, Christines Siegel, and Victor Zack. Nays—none.***

Christine Siegel was elected to the office of Treasurer of the White Oak Library District.

Ann Lopez-Caneva opened the nominations for the office of secretary.

***Christine Siegel nominated Gayle Crompton. Ann Lopez-Caneva seconded the nomination.***

Ann Lopez-Caneva called for further nominations for this office three times. No other nominations were made. The nominations were closed.

***Roll call on the above nominations indicated: Ayes—Deanna Amann, Gordon Butler, Nancy Hackett, Ann Lopez-Caneva, Christines Siegel, and Victor Zack. Nays—none.***

Gayle Crompton was elected to the office of Secretary of the White Oak Library District.

Ann Lopez- Caneva presented outgoing trustee Adam Sulich with a commemorative plaque and thanked him on behalf of the Board and the entire District for his dedicated community service working in assisting the District in the passage of its referendum and the ensuing building projects.

#### APPROVAL OF FY 2013-2014 MEETING DATE ORDINANCE

Scott Pointon reviewed the meeting date ordinance for fiscal year July 1, 2013 to June 30, 2014. All board members agreed upon the dates presented.

***Christine Siegel moved the Board adopt Ordinance No. 2013-150—Public Meetings Ordinance of the White Oak Library District Will County, Illinois for Fiscal Year July 1, 2013 to June 30, 2014. Deanna Amann seconded the motion. All voted aye. Motion carried.***

#### APPROVAL OF FY 2013-2014 PREVAILING WAGE ORDINANCE

The Board reviewed the ordinance before them.

***Gordon Butler moved the Board adopt Ordinance No. 2013-151 – Prevailing Wage Ordinance of the***

***White Oak Library District Will County, Illinois for Fiscal Year July 1, 2013 to June 30, 2014. Deanna Amann seconded the motion. All voted aye. Motion carried.***

NON-RESIDENT CARD FEE

Scott Pointon reviewed the reasoning for the existence of a non-resident card. Scott Pointon stated he had discovered that by using the State's own rules as a determining factor, the White Oak Library District would not be the primary library that those living in an un-served area would approach to purchase a non-resident card. It was further determined that the District's participation in this program is completely voluntary and that by choosing not to participate, the District would not incur any adverse effects. Scott Pointon recommended the District vote not to participate in the Public Library Non-Resident Card Services program for FY 2013-2014.

***Nancy Hackett moved the Board choose not to participate in the Public Library Non-Resident Card Services program for FY 2013-2014. Victor Zack seconded the motion. All voted aye. Motion carried.***

APPROVAL OF PROPOSAL FOR BUILDING APPRAISAL

Scott Pointon reviewed the options the District may have to sell the existing Crest Hill Branch and the best method for determining its market value. To that end, Scott Pointon had sought quotes for a commercial appraisal of the property.

The Board reviewed the two quotes in hand for a commercial appraisal of the Crest Hill Branch property.

***Deanna Amann moved the Board utilize the Conn Valuation Group, Inc. to obtain an appraisal for the property at 1298 Theodore Street, Crest Hill, for the quote price of \$2,650.00. Victor Zack seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none. Motion carried.***

APPROVAL OF TUITION REIMBURSEMENT PROPOSAL

Scott Pointon reviewed the history of the District's tuition reimbursement to qualifying staff members. The District has found that the number of staff who has taken advantage of this program has now reached a point at which our available funding cannot realistically support the continuation of the program at its current funding levels. Scott Pointon had devised a plan by which the District would decrease the annual tuition reimbursement cap for a degreed undergraduate program from \$5,000 to \$1,000, and for an MLS program from \$5,000 to \$2,000 per year, effective July 1, 2013.

The Board discussed at length various options and determined the most fiscally responsible option would be to adjust both the qualifications for obtaining tuition reimbursement and the amounts given. The conclusion reached was to have eligibility for tuition reimbursement to be based on an employee working for the District in a 25 hours/ week position for 1 year of satisfactory service, and to reduce the amount for both undergraduate and MLS programs. An undergraduate program would provide for \$500.00 per year tuition reimbursement and a graduate level library school program would provide for \$2,500.00 per year tuition reimbursement.

***Gordon Butler moved the Board adopt the proposed changes to the Personnel Policy -- Section 104—Staff Development, as amended to indicate eligibility for tuition reimbursement stand at an employee working in a 25 hours/week position for 1 year of satisfactory service and that an approved undergraduate course of study be granted \$500.00 per year tuition reimbursement and courses in***

*graduate level library school programs be granted \$2,500.00 per year tuition reimbursement. Victor Zack seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none. Motion carried.*

#### APPROVAL OF COMMEMORATIVE PLAQUES PROPOSAL

Scott Pointon reviewed the history of the names of trustees that had traditionally appeared on commemorative plaques dealing with the District's new and/or remodeled facilities. It had been previously agreed upon that those trustees that are in office when the building(s) have completed their renovation and/or construction would appear on the commemorative plaque. It was noted that this process does not allow the Board and the public to recognize the efforts and contributions made by trustees who had sat on the Board during extensive referendum planning and construction, but who had not been on the Board at the completion of the projects. To that end, a separate plaque will be created to recognize those board members who had been seated during the 2003-2013 time-frame. This time period was seminal to the District referendum planning, campaigning and successful passage, building renovation and construction and the District's transfer of territory. Scott Pointon will pursue this matter and commemorative plaques will be created for each facility.

#### 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 Frederick Quinn Corporation for the Lockport project in the amount of \$589,413.00. Deanna Amann seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none. Motion carried.*

*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 \$475,522.00. Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none. Motion carried.*

#### EXECUTIVE SESSION—Real Property

*Deanna Amman called for an Executive Session dealing with Real Property and asked that Assistant Director Beverly Krakovec attend the session. Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none, Motion carried.*

The Board went into Executive Session at 8:15 p.m.

*Gordon Butler moved the Board come out of Executive Session. Nancy Hackett seconded the motion. All voted aye. Motion carried.*

The Board came out of Executive Session at 8:45 p.m.

*Deanna Amann moved the Board go back into Regular Session. Gordon Butler seconded the motion. All voted aye. Motion carried.*

The Board went back into Regular session at 8:46 p.m.

**ADJOURNMENT**

*Deanna Amann moved for adjournment at 8:47 p.m. Gordon Butler seconded the motion. All voted aye. Motion carried.*