

**WHITE OAK LIBRARY DISTRICT**  
**JUNE 23, 2020**  
**REGULAR BOARD MEETING @ 7:00 PM**  
**ROMEOVILLE BRANCH**  
**&**  
**Available via ZOOM Conference**

**CALL TO ORDER**

President Deanna Amann called the Regular Board Meeting to order at 7:00 p.m. Board members present: Deanna Amann, Zach Binkley (via ZOOM), Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, and Christine Siegel. Board member absent: Adam Woodworth.

Staff present: Scott Pointon and Beverly Krakovec.

No public were present in-person or via ZOOM.

**PUBLIC COMMENTS** – none.

**MINUTES**

Board members reviewed the minutes.

*Nancy Hackett moved to approve the May 26, 2020 Regular Board Meeting Minutes as presented. Gayle Crompton seconded the motion. Roll call indicated: Ayes—Deanna Amann, Zach Binkley, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, and Christine Siegel. Nays—none. Motion carried.*

**CORRESPONDENCE**

Scott Pointon presented the Board with a letter from patron Linda Banek complimenting recently retired Romeoville circulation clerk Linda O’Grady’s service to the District. The Board expressed their thanks for Linda’s many years of dedication to the District.

Scott Pointon presented the Board with correspondence sent to a patron who entered one of our facilities without a mask/face covering and necessitated staff contacting the police to escort the patron from the building. The District’s Patron Behavior Policy accompanied the patron’s letter.

**TREASURER’S REPORT**

Treasurer Ann Lopez-Caneva read the Treasurer’s Report for May 2020. Cash on hand as of May 1, 2020 was \$1,584,574.76. Income as of May 31, 2020 was \$406,640.27. Disbursements as of May 31, 2020 were \$380,565.05. Transfers/adjustments—Adjustment transfer of \$24.10 from the IMRF Fund to the Corporate Fund. Cash on hand as of May 31, 2020 was \$1,610,649.98.

*Ann Lopez-Caneva moved the Board approve the May 2020 Treasurer’s Report as presented, with payment of the June 15, 2020 bills of \$83,510.32, and the June 12, 2020 payroll of \$106,040.86. Nancy Hackett seconded the motion. Roll call indicated: Ayes—Deanna Amann, Zach Binkley, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, and Christine Siegel. Nays—none. Motion carried.*

Personal Property Replacement Tax received for FY 2019-2020 was \$264,209.46. The Lockport Township estimate for FY 2019-2020 was \$279,418.90

2019 Levy Real Estate Distributions and Interest received to date was \$2,947,771.42. Percent received to date is 50.31%.

Additional information regarding interest rates – see PMA Investments Report.

### **DIRECTOR'S REPORT**

In addition to his written report, Scott Pointon reported on the following items:

The City of Crest Hill is constructing their new city center adjacent to our Crest Hill Branch. The head of the Crest Hill building department approached the District to establish an electrical connection to their construction site by boring under the Crest Hill Branch's parking lot. We were assured the parking lot would not be damaged during this process. Unfortunately, a hole was cut in the Crest Hill parking lot. We are pursuing an agreement with the City of Crest Hill to repair the hole and be responsible for any future necessary repairs to that specific area in the parking lot. Board members thanked Scott Pointon for taking action in this matter.

The District is operating well with COVID-19 precautions in place. Staff members in all departments are planning virtual programming and patrons have expressed how grateful they are to be able to have their libraries open once more.

RAILS (Reaching Across Illinois Library System) initiated a project to determine the length of time returned materials should remain in quarantine. The survey has been completed and guidelines provided.

The Pinnacle Consortium has developed its own internal delivery system to transport materials between member libraries.

### **OLD BUSINESS**

BUILDING UPDATES – none.

### TAX OBJECTIONS SETTLEMENT

A tax objection for the tax years of 2014, 2015, and 2016 regarding the District's Building Maintenance Fund has been resolved via a one-time settlement payment of \$19,000.00. These funds will be subtracted from the District's future tax distributions.

*Ann Lopez-Caneva moved the Board approve the settlement in the amount of \$19,000.00. Zachery Binkley seconded the motion. Roll call indicated: Ayes—Deanna Amann, Zach Binkley, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, and Christine Siegel. Nays—none. Motion carried.*

**EXECUTIVE SESSION** – Real Property – none needed.

**EXECUTIVE SESSION** – Personnel—none needed.

## NEW BUSINESS

### ELECTION OF BOARD OFFICERS

Scott Pointon opened the nominations for the office of president.

Gayle Crompton nominated Deanna Amann. Scott Pointon called for further nominations for the office of president three times. No other nominations were made. The nominations were closed.

***Roll call on the nomination indicated: Ayes—Deanna Amann, Zach Binkley, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, and Christine Siegel. Nays—none. Motion carried.***

Deanna Amann was elected to the office of president.

Deanna Amann opened the nominations for the office of vice-president.

Christine Siegel nominated Adam Woodworth. Deanna Amann called for further nominations for the office of vice-president three times. No other nominations were made. The nominations were closed.

***Roll call on the nomination indicated: Ayes—Deanna Amann, Zach Binkley, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, and Christine Siegel. Nays—none. Motion carried.***

Adam Woodworth was elected to the office of vice-president.

Deanna Amann opened the nominations for the office of secretary.

Gayle Crompton nominated Nancy Hackett. Deanna Amann called for further nominations for the office of secretary three times. No other nominations were made. The nominations were closed.

***Roll call on the nomination indicated: Ayes—Deanna Amann, Zach Binkley, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, and Christine Siegel. Nays—none. Motion carried.***

Nancy Hackett was elected to the office of secretary.

Deanna Amann opened the nominations for the office of treasurer.

Gayle Crompton nominated Ann Lopez-Caneva. Deanna Amann called for further nominations for the office of treasurer three times. No other nominations were made. The nominations were closed.

***Roll call on the nomination indicated: Ayes—Deanna Amann, Zach Binkley, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, and Christine Siegel. Nays—none. Motion carried.***

Ann Lopez-Caneva was elected to the office of treasurer.

### APPROVAL OF FY 2020-2021 WORKING BUDGET

Scott Pointon and the Board reviewed the estimated income for FY 2020-2021. Adjustments were made to the estimated income due to an anticipated reduction in PPRT (Personal Property Replacement Tax), and various COVID-19 related reductions. The District's projected passport acceptance fee income was lowered to account for fewer individuals applying for passports. The expense portion of the budget contained increases in salaries to account for minimum wage increases. The District was able to increase some material purchasing lines, meeting recommended standards for funds expended on materials in Serving Our Public. We also increased our budget lines for the Lucky Day Collection, Juvenile "Pop"

collections, downloadable content, and digital promotions. The District will discontinue My Library Rewards, which has not seen robust use.

***Ann Lopez-Caneva moved the Board adopt the FY 2020-2021 Working Budget as presented. Nancy Hackett seconded the motion. Roll call indicated: Ayes—Deanna Amann, Zach Binkley, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, and Christine Siegel. Nays—none. Motion carried***

**APPROVAL OF FY 2020-2021 SALARY SCALE**

Scott Pointon and the Board reviewed the FY 2020-2021 Salary Scale. The Board agreed on the figures presented.

***Gayle Crompton moved the Board adopt the FY 2020-2021 Salary Scale as presented. Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, Zach Binkley, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, and Christine Siegel. Nays—none. Motion carried***

**FY 2020-2021 MEETING DATE ORDINANCE**

The Board reviewed the ordinance before them.

***Nancy Hackett moved the Board adopt FY 2020-2021 Meeting Date Ordinance # 2020-191, with the change of the meeting date December 22, 2020 to December 15, 2020. Ann Lopez-Caneva seconded the motion. Roll call indicated: Ayes—Deanna Amann, Zach Binkley, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, and Christine Siegel. Nays—none. Motion carried.***

**SERVING OUR PUBLIC 4.0 - Chapter 13- Marketing, Promotion & Collaboration**

The Board reviewed the standards in question and determined the District is in compliance with the guidelines in place. The District has recently purchased three digital cameras to provide quality content for our virtual programming.

**ADJOURNMENT**

***Ann Lopez-Caneva moved for adjournment at 8:43 p.m. Gayle Crompton seconded the motion. Roll call indicated: Ayes—Deanna Amann, Zach Binkley, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, and Christine Siegel. Nays—none. Motion carried.***