

**WHITE OAK LIBRARY DISTRICT
JUNE 25, 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, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Board members absent: none.

PUBLIC COMMENTS—Gayle Crompton welcomed Victor Zack to the Board and sent good wishes to former board member Adam Sulich. Gayle Crompton also thanked the Board for electing her to the post of Board Secretary.

MINUTES

Gayle Crompton moved to approve the May 28, 2013 Regular Board Meeting as presented. Nancy Hackett seconded the motion. All voted aye. Motion carried.

Deanna Amann noted her name was misspelled in the Treasurer's Report. Staff said they will correct the spelling.

CORRESPONDENCE—none.

TREASURER'S REPORT

Treasurer Christine Siegel read the Treasurer's Report for May 2013. Cash on hand as of May 1, 2013 was \$7,845,485.76. Income as of May 31, 2013 was \$1,241,415.21. Disbursements as of May 31, 2013 were \$1,358,555.27. Transfers and adjustments—\$22,225.48 was transferred to the Corporate Fund from the Bond Fund to cover smaller bond invoice payments; \$6,234.24 was transferred to the IMRF Fund from the Corporate Fund to cover the May IMRF payment; an adjustment of \$15.15 was made due to a voided check. Cash on hand as of May 31, 2013 was \$7,728,360.85. Cash on hand in the Bond Accounts was \$6,028,092.39.

Christine Siegel moved the Board approve the May 2013 Treasurer's Report as presented, with the payments of the June 14, 2013 bills for \$1,249,444.59, the June 5, 2013 payroll for \$85,985.26, and the June 19, 2013 payroll for \$89,340.51. 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 \$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 \$1,997,351.51. Percent received to date is 44.422%.

Current interest rate as of June 25, 2013 for money market accounts are as follows: Harris Bank—0.100% and Illinois Funds—0.013%.

Victor Zack asked whether the District seeks to obtain rate quotes from various banks, as the District's bond funds could be an attractive incentive for banks to offer higher rates. Perhaps smaller banks would offer better interests rates for the amount of bond funds the District has. Scott Pointon said the District does periodically seek rate bids from banks, with Harris Bank continuing to offer the most advantageous rates. The District would be going out for rate bids this coming fall for our operating funds.

DIRECTOR' S REPORT

Scott Pointon did not have any additions to his written report.

OLD BUSINESS

Building Updates

Crest Hill—The project is continuing to be on schedule. All outside stone work has been completed, and an air conditioning delay has been resolved. The target completion date is still July/August, with the facility opening to the public in mid to late September.

Lockport—The project is continuing to be on schedule, with all sidewalks poured and landscaping to start in a few weeks. The date for substantial completion is sometime in late August, and the facility could be ready to reopen in late September.

The Board discussed the District property on Farrell Road. Nothing comparable to this piece of property has been sold in our area, so we cannot obtain reasonable comparison prices. The real estate market is not too encouraging and the Board thinks the best option is to continue farming this property until the market improves.

ACCEPTANCE OF THE CREST HILL BUILDING APPRAISAL

The Board reviewed the appraisal from Conn Valuation Group for the Crest Hill property at 1298 Theodore Street, Crest Hill.

Christine Siegel moved the Board accept the appraisal from Conn Valuation Group for the Crest Hill property at 1298 Theodore Street, Crest Hill for the market value of \$590,000.00 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.

Scott Pointon will contact representatives from the Lockport Township High School and inform them of the property's appraised value.

EXECUTIVE SESSION – Real Property –none needed.

EXECUTIVE SESSION – Personnel –none needed.

NEW BUSINESS

ROMEOVILLE CRISIS MANAGEMENT PLAN

The Board reviewed the crisis management plan Scott Pointon had created for the Romeoville facility. As each facility has unique building schemes, each facility will have its own crisis management plan created as they re-open. Ann Lopez-Caneva asked whether the plan be forwarded to the Romeoville Fire Department. Scott Pointon will forward the plan accordingly. Nancy Hackett questioned what would happen if some type of air borne pathogen was deposited through the book drop. Scott Pointon said that if something visible was detected on items in the book drop, staff would be instructed to not handle items from that book drop load and appropriate measures would be taken. The crisis management plan will be distributed throughout the Romeoville Branch and located on our staff intranet. The Board liked the plan and it will be used as an example for similar documents for Crest Hill and Lockport.

APPROVAL OF CREST HILL/LOCKPORT SIGNAGE BID

The Board reviewed the inside signage bid from Envision General Contractors.

Deanna Amann moved the Board accept the signage bid from Envision General Contractors for signage at the Crest Hill and Lockport locations in the amount of \$27,350.00. 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.

APPROVAL OF LOCKPORT PARKING LOT PAVING BID

The Board reviewed the bid in question. The Board considered the possibility of expanding the Lockport parking lot, if in the future the District could purchase the property directly east of the existing parking lot. This would significantly increase the parking lot size, but may prove problematic as the City of Lockport would then require the District to bring all of the existing parking lot up to modern code standards. Costly accommodations would probably have to be made, making such an expansion financially prohibitive. The bid under consideration would completely replace the existing Lockport parking lot, but would not replace the light poles. Approximately an additional \$20,000 would be needed to replace the light poles and to position them strategically to provide for optimum light coverage.

Gayle Crompton moved the Board accept the lowest bid from Glander Paving Company in the amount of \$35,620 to conduct paving work at the Lockport facility and to also empower Scott Pointon to negotiate the permission/permit process with the City of Lockport and to negotiate and spend up to \$25,000 for the revamped lighting scheme in said lot. 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.

NAMING RIGHTS FOR THE NEW MEETING ROOMS

After careful consideration, the Board determined they would be reserving the naming rights to the District's meeting rooms as a future fundraising effort. The Board will have a resolution created to have a Crest Hill study room, which will also house the Lidice collection, named after former board trustee Jeanne Juricic.

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 Lombard Company for the Crest Hill project in the amount of \$581,637.00. Christine Siegel 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.

Gayle Crompton moved the Board approve the contractor's certificate of payment to Al Treiber Associates for shelving at the Crest Hill and Lockport facilities in the amount of \$152,215.40. Victor Zack 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.

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 \$501,636.00. Christine Siegel 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. .

ADJOURNMENT

Gayle Crompton moved for adjournment at 8:49 p.m. Nancy Hackett seconded the motion. All voted aye. Motion carried.