

**WHITE OAK LIBRARY DISTRICT  
AUGUST 23, 2011  
PUBLIC HEARING @ 6:30 PM - REGULAR BOARD MEETING @ 7:00 PM  
CREST HILL BRANCH**

**PUBLIC HEARING** –6:30 P.M.--Budget & Appropriation Ordinance

**PLEDGE OF ALLEGIANCE**

President Ann Lopez-Caneva opened the public hearing on the Budget & Appropriation Ordinance at 6:30 p.m. Board members present: Deanna Amann, Gordon Butler, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Board member absent: Gayle Crompton.

There were no public comments. President Ann Lopez-Caneva closed the hearing at 7:00 p.m.

**REGULAR BOARD MEETING**

President Ann Lopez-Caneva called the Regular Board Meeting to order at 7:00 p.m. Board members present: Deanna Amann, Gordon Butler, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Board member absent: Gayle Crompton.

**PUBLIC COMMENTS**

William Harrigan raised various issues including a lack of handicapped accessible meeting areas in the District, difficulties he has experienced obtaining holds and how the District may better address contacting patrons via phone. The Board and Scott Pointon thanked Mr. Harrigan for his interest in the District. District staff will work to resolve any communication problems regarding how Mr. Harrigan is notified of his available holds.

**MINUTES**

*Christine Siegel moved to approve the July 26, 2011 Regular Board Meeting Minutes as presented. Deanna Amann seconded the motion. All voted aye. Motion carried.*

**CORRESPONDENCE** -- none

**TREASURER'S REPORT**

Treasurer Deanna Amann read the Treasurer's Report for July 2011. Cash on hand as of July 1, 2011 was \$23,636,772.62. Income as of July 31, 2011 was \$108,550.56. Disbursements as of July 31, 2011 were \$2,259,428.57. There were no transfers or adjustments. Cash on hand as of July 31, 2011 was \$21,485,894.61. Cash on hand in the Bond Accounts as of July 31, 2011 was \$19,460,635.98

*Deanna Amann moved to approve the July 2011 Treasurer's Report as presented, with the payment of the August 15, 2011 bills for \$96,392.10, the August 3, 2011 payroll of \$78,450.78 and the August 17, 2011 payroll of \$78,082.07. 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 was \$39,487.88. The township estimate to be received for FY 2011-2012 is \$221,853.98.

2010 Levy Real Estate Distributions and Interest received to date totaled \$2,206,912.09. The total 2010 distribution percentage received to date is 51.660%.

The current interest rates as of August 23, 2011 for money market accounts are as follows: Harris Bank—0.100% and Illinois Funds—0.021%.

## **DIRECTOR'S REPORT**

In addition to his written report, Scott Pointon stated that many new circulation staff are starting work with the District, a result of various clerk resignations.

## **OLD BUSINESS**

### **BUILDING UPDATES**

Crest Hill – Closing on the Crest Hill property should take place during the first week in September. Architects are on track to present documents to the City of Crest Hill for review, with possible bids going out in the last part of September.

Romeoville – Scott Pointon showed the Board more detailed drawings of the interiors used for signage placement.

Lockport – Starting in February 1, 2012, the library will operate out of the Gaylord Building.

## **BUDGET & APPROPRIATION ORDINANCE**

The Board reviewed the document.

*Christine Siegel moved the Board adopt Ordinance No. 2011-143—Fiscal Year July 1, 2011 to June 30, 2012 Budget and Appropriation Ordinance of the White Oak Library District (formerly known as the Des Plaines Valley Public Library District) Will County, Illinois. 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.*

EXECUTIVE SESSION – Real Property—none needed.

EXECUTIVE SESSION – Personnel – none needed.

## **NEW BUSINESS**

### **RESOLUTION TO DETERMINE ESTIMATE OF TAX FUNDS**

*The Board reviewed the document. Deanna Amann moved the Board adopt Resolution No. 2011-07/11-01—Resolution of the Board of Trustees of the White Oak Library District (formerly known as the Des Plaines Valley Public Library District), Will County, Illinois, Determining an Amount of Money Necessary to be Raised by Taxation for the July 1, 2011 – June 30, 2012 Fiscal Year. 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.*

### **DISTRICT IN-SERVICE AND HOLIDAY PARTY**

Scott Pointon proposed the District hold a staff in-service on Friday, December 2, 2011 to be followed by the District's holiday party at 6:00 p.m. This event would take place at the Lockport Branch. The Board approved closing all three facilities for the staff in-service and agreed to the date for the holiday party.

PATRON REQUEST FOR ELECTION SERVICES

Nancy Hackett has been in communication with resident Bruce Derylo, who desires the District to provide the public with specific information relating to local election candidates. The Board felt this would put an undue burden on District staff to gather information from all candidates equitably and accurately, with no guarantee that candidates would provide such information. Scott Pointon will draft a letter to Mr. Derylo thanking him for his interest in the District and ensure his staff will continue to assist patrons in their search for available election information in a timely manner.

PROPOSAL-VIRIDIAN ENERGY

Scott Pointon had been approached by Viridian Energy asking the District to support their efforts to sell lower cost electrical energy to consumers by allowing them to use the District as a proponent of such sales. The District would receive some monetary compensation contingent on the number of consumers who chose to purchase their electric from Viridian Energy. The Board declined this overture.

APPROVAL OF JOB DESCRIPTION

The Board reviewed the draft job description for the new position of Head Custodian. The Board found the draft job description fully acceptable.

*Christine Siegel moved the Board approve the draft job description of Head Custodian, as presented. Adam Sulich seconded the motion. All voted aye. Motion carried.*

DISTRICT MISSION STATEMENT

Scott Pointon asked the Board as to their desired level of involvement in crafting a new mission statement. The Board is comfortable with Scott Pointon and staff working on devising a revamped mission statement and presenting it to the Board for their input.

APPROVAL OF CONTRACTOR'S PAYMENTS

The Board reviewed the payment submitted.

*Christine Siegel moved the Board approve payment to The Lombard Company in the amount of \$474,164.00. 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.*

**SERVING OUR PUBLIC 2.0: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES  
2009 EDITION - Chapter 2: Governance & Administration**

The Board felt this was an area the District could improve upon, especially the continuing education of trustees. Scott Pointon will investigate LACONI and ILA trustee training opportunities and relay such to the Board. The District will also seek to revise its Disaster Policy, inputting fresh data as each building project is completed.

**ADJOURNMENT**

*Deanna Amann moved for adjournment at 8:10 p.m. Christine Siegel seconded the motion. All voted aye. Motion carried.*