

**WHITE OAK LIBRARY DISTRICT**  
**NOVEMBER 28, 2023**  
**6:30 PM PUBLIC HEARING – TAX LEVY @ 6:30 PM**  
**REGULAR BOARD MEETING @ 7:00 PM**  
**CREST HILL BRANCH**

**CALL TO ORDER**

President Deanna Amann called the Public Hearing on the Tax Levy Ordinance to order at 6:30p.m. Board members present: Deanna Amann, Gayle Crompton, Nancy Hackett, Andrew Koroma, Ann Lopez-Caneva, and June Rokita-Kennedy. Board member absent: Kelly Schneider.

No public in attendance.

Deanna Amann asked for a motion to close the public hearing.

*Ann Lopez-Caneva moved to close the public hearing at 7:00 p.m. Nancy Hackett seconded the motion. All voted aye. Motion carried.*

The Public Hearing was closed at 7:00 p.m.

REGULAR BOARD MEETING – 7:00 p.m.

**CALL TO ORDER**

President Deanna Amann called the Regular Board Meeting to order at 7:00p.m. Board members present: Deanna Amann, Gayle Crompton, Nancy Hackett, Andrew Koroma, Ann Lopez-Caneva, and June Rokita-Kennedy.

Absent: Kelly Schneider.

Public in attendance: John Williams and David Phelan from Hearne & Associates, P.C.

Staff present: Scott Pointon and Patti Sacco.

**CHANGE ORDER OF AGENDA**

The Board agreed to change the order of the agenda to go to New Business item a.

**PRESENTATION & APPROVAL OF ANNUAL AUDIT**

John Williams and David Phelan from Hearne & Associates, P.C. presented the annual audit report for the fiscal year ending June 30, 2023. The Board reviewed the audit report. John Williams stated that they found no difficulties in our bookkeeping processes and procedures. They found no accounting issues and reported that the Library District uses proper internal controls and noted no misappropriations.

John Williams stated he found the Library District to be in a safe, positive fiscal position, with funds being managed in a responsible manner. He complimented Business Manager Debra Chapp on her accounting practices, and the timely manner in which she responded to their requests. The Board thanked Mr. Williams and Mr. Phelan for their report.

Board members said they were grateful to Scott Pointon and Debra Chapp for their careful management of the District's finances.

#### APPROVAL OF ANNUAL AUDIT

*Gayle Crompton moved the Board Accept and approve the Fiscal year 2022-2023 Audit as presented. Andrew Koroma seconded the motion. Roll call indicated: Ayes – Deanna Amann, Gayle Crompton, Nancy Hackett, Andrew Koroma, Ann Lopez-Caneva, and June Rokita-Kennedy. Nays – none. Motion carried.*

**PUBLIC COMMENTS** – none.

#### **MINUTES**

Board members reviewed the minutes.

*Nancy Hackett moved to approve the October 24, 2023 Regular Board Meeting Minutes as presented. Ann Lopez-Caneva seconded the motion. All voted aye. Motion carried*

**CORRESPONDENCE** - none.

#### **TREASURER'S REPORT**

Treasurer Gayle Crompton read the Treasurer's Report for October 2023. Cash on hand as of October 1, 2023 was \$6,616,669.88. Income as of October 31, 2023 was \$227,007.07. Disbursements as of October 31, 2023 were \$435,937.77. Transfers/adjustments – Adjustment to the Corporate Fund due to a voided check in the amount of \$111.00. Cash on hand as of October 31, 2023 was \$6,407,850.18.

*Gayle Crompton moved the Board approve the October 2023 Treasurer's Report as presented, with the payment of the November 15, 2023 bills of \$147,694.31 and the November 10, 2023 payroll of \$124,699.57 and the November 24, 2023 payroll of \$131,854.02. Ann Lopez-Caneva seconded the motion. Roll call indicated: Ayes— Deanna Amann, Gayle Crompton, Nancy Hackett, Andrew Koroma, Ann Lopez-Caneva, and June Rokita-Kennedy. Nays - none. Motion carried.*

Personal Property Replacement Tax received for FY 2023-2024 was \$433,996.53. The Lockport Township estimate for FY 2023-2024 is \$588,187.19.

2022 Levy Real Estate Distributions and Interest received to date was \$6,312,081.76. Percent received to date is 98.61%.

Additional information regarding interest rates – the PMA Investments Report was reviewed.

#### **DIRECTOR'S REPORT**

In addition to his written report Scott Pointon reported that as of today there is only one position open in the District.

#### **OLD BUSINESS**

##### BUILDING UPDATES

Scott Pointon reported that today a staff member stepped off a ladder and onto the desktop in the children's department at the Lockport Branch and the quartz top broke and the staff member fell through to the floor. The staff member sustained very minor injuries and was taken for medical attention. Scott Pointon is working on

getting bids for the repair to the desktop. The public restrooms in the lower level at the Romeoville Branch had a sewage back-up today. The maintenance crew has been working on correcting that.

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

**EXECUTIVE SESSION – Personnel – To be addressed later in the agenda.**

## **NEW BUSINESS**

### **APPROVAL OF THE LEVY ORDINANCE NO. 2023-207**

The Board reviewed the ordinance.

*Gayle Crompton moved the Board adopt ordinance No.2023-207 – Tax Levy Ordinance for the Levy and Assessment of Taxes for the White Oak Library District, Will County, Illinois for the Fiscal Year Beginning July 1, 2023, and ending June 30, 2024 as presented. Nancy Hackett seconded the motion. Roll call indicated: Ayes – Deanna Amann, Gayle Crompton, Nancy Hackett, Andrew Koroma, Ann Lopez-Caneva, and June Rokita-Kennedy. Nays - none. Motion carried.*

### **APPROVAL OF THE 2024 HOLIDAY CALENDAR**

*Nancy Hackett moved the Board approve the 2024 Holiday Calendar as presented. June Rokita-Kennedy seconded the motion. Roll call indicated: Ayes – Deanna Amann, Gayle Crompton, Nancy Hackett, Andrew Koroma, Ann Lopez-Caneva, and June Rokita-Kennedy. Nays - none. Motion carried.*

### **APPOINTMENT OF NEW BUSINESS MANAGER AS OUR IMRF AUTHORIZED AGENT**

*Ann Lopez-Caneva moved that the Board approve the new Business Manager Melissa Juknuis be made the IMRF Authorized Agent for the White Oak Library District. June Rokita-Kennedy seconded the motion. Roll call indicated: Ayes – Deanna Amann, Gayle Crompton, Nancy Hackett, Andrew Koroma, Ann Lopez-Caneva, and June Rokita-Kennedy. Nays - none. Motion carried.*

### **APPROVAL OF TRANSFER OF SURPLUS TO BUILDING RESERVE FUND**

Scott Pointon and the Board reviewed funds to possibly transfer into the Building Reserve Fund.

*Gayle Crompton moved the Board transfer \$500,000 of surplus funds from the fiscal year 2022-2023, currently in the Corporate Fund, into the Building Reserve Fund. Ann Lopez-Caneva seconded the motion. Roll call indicated: Ayes– Deanna Amann, Gayle Crompton, Nancy Hackett, Andrew Koroma, Ann Lopez-Caneva, and June Rokita-Kennedy. Nays - none. Motion carried.*

### **APPROVAL OF CHANGES TO STAFF PERSONNEL POLICY**

In accordance with the new Illinois Department of Labor’s Paid Leave for All Workers Act, Scott Pointon recommended that the Board approve increasing the Personal Time off for staff as presented, beginning January 1, 2024. *Ann Lopez-Caneva moved that the Board approve the changes to the Staff Personnel Policy as presented. Nancy Hackett seconded the motion. Roll call indicated: Ayes– Deanna Amann, Gayle Crompton, Nancy Hackett, Andrew Koroma, Ann Lopez-Caneva, and June Rokita-Kennedy. Nays - none. Motion carried.*

## **MEMBER’S CONCERNS/COMMENTS**

Gayle Crompton expressed her congratulations to the staff at all the Branches on the success of the Halloween events.

### **SERVING OUR PUBLIC 4.0 – Chapter 3 – Personnel**

The Board reviewed the standards in question and determined the District is in compliance with the guidelines.

#### **EXECUTIVE SESSION – Personnel**

*Ann Lopez-Canva moved the Board go into Executive session for the Director's Review. Gayle Crompton seconded the motion. Roll call indicated: Ayes – Deanna Amann, Gayle Crompton, Nancy Hackett, Andrew Koroma, Ann Lopez-Caneva, and June Rokita-Kennedy. Nays - none. Motion carried.*

The Board went into Executive session at 8:16p.m.

*Gayle Crompton moved the Board come out of Executive session. Andrew Koroma seconded the motion. Roll call indicated: Ayes – Deanna Amann, Gayle Crompton, Nancy Hackett, Andrew Koroma, Ann Lopez-Caneva, and June Rokita-Kennedy. Nays - none. Motion carried.*

The Board came out of Executive Session at 8:53p.m.

#### **DIRECTOR'S ANNUAL REVIEW AND SALARY ADJUSTMENT**

The Board commended Scott Pointon for his dedication during the 17 years he has been with the District and for successfully maneuvering through some difficult times. They expressed their appreciation for a job well done. *Ann Lopez-Caneva moved the Board award Scott Pointon a 4% salary increase and a \$2,000 bonus. Gayle Crompton seconded the motion. Roll call indicated: Ayes – Deanna Amann, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, and June Rokita-Kennedy. Andrew Koroma – abstained. Nays - none. Motion carried.*

#### **ADJOURNMENT**

*Andrew Koroma moved for adjournment at 9:00p.m. Nancy Hackett seconded the motion. All voted aye. Motion carried.*