

**WHITE OAK LIBRARY DISTRICT
JANUARY 28, 2020
REGULAR BOARD MEETING @ 7:00 PM
CREST HILL BRANCH**

CALL TO ORDER

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

Staff present: Scott Pointon, Amy Byrne, Patricia Jarog, and Beverly Krakovec

Guests present: Lewis University students Evan Dennis and Monica Mihes.

Scott Pointon introduced the Lewis University students who are partnering with the District on various projects as part of their class curriculum. Board members welcomed the students to the board meeting.

PUBLIC COMMENTS – none.

MONTHLY STAFF PRESENTATION

Starting in 2020, selected staff members in all of the District’s departments will do brief presentations to the Board reviewing their history with at the District and relaying various aspects of their duties and whatever personal information they wish to provide. The presentations should offer the Board a more comprehensive view of District staff. Tonight the District’s three branch managers spoke to the Board. They are: Amy Byrne (Crest Hill Branch), Patricia Jarog (Lockport Branch), and Beverly Krakovec (Romeoville Branch). The Board thanked them for their presentations. Next month the District’s three Children’s Supervisors will do presentations.

MINUTES

Board members reviewed the minutes.

Nancy Hackett moved to approve the December 17, 2019 Regular Board Meeting Minutes as presented, with a spelling correction. Adam Woodworth seconded the motion. All voted aye. Motion carried.

CORRESPONDENCE – none.

TREASURER’S REPORT

Treasurer Ann Lopez-Caneva thanked Christine Siegel for reading the Treasurer’s Report at the December meeting. Treasurer Ann Lopez-Caneva read the Treasurer’s Report for December 2019. Cash on hand as of December 1, 2019 was \$22,589,153.13. Income as of December 31, 2019 was \$159,638.48. Disbursements as of December 31, 2019 were \$341,025.11. Transfers/adjustments—Adjustment to the Corporate Fund due to a voided checks in the amount of \$392.11 that was lost by staff. A transfer of \$1,231,500.00 from the Building Bond Fund to the Building Bond Escrow Account to pay off the 2010 bonds. Cash on hand as of December 31, 2019 was \$22,408,158.61.

Ann Lopez-Caneva moved the Board approve the December 2019 Treasurer’s Report as presented, with payment of the January 15, 2020 bills of \$19,581,176.31, and the January 10, 2020 payroll of \$113,221.39, and the January 24, 2020 of \$109,974.71. Nancy Hackett seconded the motion. Roll call indicated: Ayes—Deanna Amann, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Woodworth. Nays—none. Motion carried.

Personal Property Replacement Tax received for FY 2019-2020 was \$122,464.96. The Lockport Township estimate for FY 2019-2020 was \$279,418.90

2018 Levy Real Estate Distributions and Interest received to date was \$6,094,663.84. Percent received to date is 100.17%.

Additional information regarding interest rates – see PMA Investments Report.

DIRECTOR’S REPORT

In addition to his written report, Scott Pointon reported the bids for the roof work at the Romeoville Branch were favorable, and a contract with the chosen roofing company will be presented at tonight’s meeting. We have also been notified the District’s CPI rose to 2.3% for the 2020 tax year. These taxes will be paid to the District in 2021. Scott Pointon reported the Com Ed Energy Efficiency program is still being pursued, and he is currently working with Verde Energy Efficiency Experts. The first stage of this project would involve replacing the Lockport Branch’s parking lot lights with LED fixtures. We would then tackle the Crest Hill Branch’s lighting needs such as switching to LED lights in the vessel fixtures, thereby reducing the need to use lifts to constantly replace lights. The District’s upfront costs for this work would be approximately \$6,000, but we would quickly recoup these funds with an annual savings of approximately \$3,000 in electrical costs District-wide.

OLD BUSINESS

BUILDING UPDATES

Lockport Branch – The Lockport Branch’s automatic doors were replaced. The cold temperatures in the Circulation Workroom are being addressed.

WHITE OAK LIBRARY FOUNDATION REPORT

The holiday fundraising campaign was successful and netted over \$2,900. As Ann Lopez-Caneva may not be available for future Foundation meetings, Deanna Amann will act as the District’s liaison to the White Oak Library Foundation. Some ideas the foundation members explored to raise funds included a “giving tree” displayed on a wall at each branch showing a visual reward for donations. We could also consider naming rights to District public spaces such as our meeting and study rooms. Scott Pointon will compile a list of rooms available for such designations.

TAX CHALLENGES

The District’s attorney is defending tax payer objections to our Operating & Maintenance Fund. The Board will be kept apprised of this situation.

EXECUTIVE SESSION – Real Property – none needed.

EXECUTIVE SESSION – Personnel—none needed.

NEW BUSINESS

ORDINANCE # 2020-188

The Board reviewed the ordinance.

Adam Woodworth moved the Board adopt Ordinance # 2020-188 – Ordinance Reestablishing a Special Reserve Fund, Known as the Building Reserve Fund of the White Oak Library District, Will County, Illinois. Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Woodworth. Nays—none. Motion carried.

ORDINANCE #2020-189

The Board reviewed the ordinance.

Nancy Hackett moved the Board adopt Ordinance #2020-189 – Ordinance Adopting the Special Reserve Fund Plan of the White Oak Library District. Ann Lopez-Caneva seconded the motion. Roll call indicated: Ayes—Deanna Amann, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Woodworth. Nays—none. Motion carried.

ACCEPTANCE/APPROVAL OF BID FOR ROOF REPLACEMENT

The Board reviewed the recommendation from Dewberry regarding the roofing bid for the Romeoville Branch. Adam Woodworth moved the Board accept the bid from Olsson Roofing Company in the amount of \$219,300.00 for replacing the roof at the Romeoville Branch. Nancy Hackett seconded the motion. Roll call indicated: Ayes—Deanna Amann, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Woodworth. Nays—none. Motion carried.

PROPOSED CHANGES TO THE PERSONNEL POLICY

The Board reviewed the proposed changes to the Personnel Policy involving vacation time, which would bring the District’s professional benefits more in line with industry norms. This would help the District attract and retain valuable employees that serve in crucial roles. *Ann Lopez-Caneva moved the Board adopt the proposed changes to the Personnel Policy. Nancy Hackett seconded the motion. . Roll call indicated: Ayes—Deanna Amann, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Woodworth. Nays—none. Motion carried.*

SERVING OUR PUBLIC 3.0 – Chapter 6 –Access

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

ADJOURNMENT

Adam Woodworth moved for adjournment at 8:27 p.m. Ann Lopez-Caneva seconded the motion. All voted aye. Motion carried.