

**WHITE OAK LIBRARY DISTRICT  
APRIL 24, 2012  
REGULAR BOARD MEETING @ 7:00 PM  
ROMEOWILLE BRANCH**

**CALL TO ORDER**

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

Guest: James Fessler from the law firm of Klein, Thorpe & Jenkins, LTD.

**PUBLIC COMMENTS**

Mr. Fessler introduced himself and thanked the Board for choosing the law firm of Klein, Thorpe & Jenkins as their legal counsel and looked forward to working with the District. The Board thanked Mr. Fessler for coming to the board meeting.

**MINUTES**

*Gayle Crompton moved to approve the March 22, 2012 Special Board Minutes as presented. Gordon Butler seconded the motion. All voted aye. Motion carried.*

Christine Siegel noted that the March 27, 2012 Regular Board Meeting minutes had an error on page 2 under Pinnacle Update. The word “schedule” in the first line should be “scheduled”.

*Gayle Crompton moved to approve the March 27, 2012 Regular Board Minutes, with the correction noted. Deanna Amann seconded the motion. All voted aye. Motion carried.*

**CORRESPONDENCE – none.**

**TREASURER’S REPORT**

Treasurer Deanna Amann read the Treasurer’s Report for March 2012. Cash on hand as of March 1, 2012 was \$16,676,944.87. Income as of March 31, 2012 was \$38,157.54. Disbursements as of March 31, 2012 were \$808,526.29. Transfers and adjustments—\$27,487.40 was transferred from the MB Financial Bank Money Market Bond Account to the Harris Corporate Fund Account to cover smaller bond expenses and \$30,380.00 was transferred from the Corporate Fund to the Social Security Fund to cover payments through June 30, 2012. Cash on hand as of March 31, 2012 was \$15,906,576.12. \$15,428,573.43 of the cash on hand is in the Bond Accounts.

*Deanna Amann moved to approve the March 2012 Treasurer’s Report as presented, with the payment of the April 16, 2012 bills for \$698,319.37, the April 11, 2012 payroll of \$77,866.32, and the April 25, 2012 payroll of \$77,392.31. Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, and Christine Siegel. Nays—none. Motion carried.*

Personal Property Replacement Tax received to date totaled \$191,260.68. The Township estimate to be received for Fiscal Year 2011-2012 is \$221,853.98.

2010 Levy Real Estate Distribution and Interest received to date was \$4,261,074.51. Percentage received to date is 99.741%.

Current interest rates as of April 24, 2012 for money market accounts are as follows:  
Harris Bank—0.050% and Illinois Funds—0.055%.

## **DIRECTOR'S REPORT**

Scott Pointon stated Kristen Nimmo had returned to work at the Crest Hill Branch on April 16, 2012. She is going to have a minor medical procedure done in the future, but aside from that, is adapting well to her return to work.

The State Department of Revenue had a brief request for additional information regarding the District's name change. All issues have been resolved.

## **OLD BUSINESS**

### **BUILDING UPDATES**

Crest Hill—Bids will be opened on April 25, 2012.

Lockport—The Board reviewed the bids received today for the Lockport project. The lowest bid is over the optimum budget figures provided by our architects. The Crest Hill bids are to be opened on April 25, 2012. Depending on the outcome of the Crest Hill bids, the Lockport project may need to be readdressed to capture further cost-saving measures. The Lockport asbestos abatement is nearly complete.

Romeoville—Work is quickly progressing with cabinetry being installed, walls and trim painted, interior windows framed and service desks assembled. We are still expecting to be fully opened to the public on both levels by mid to late June. The District will probably have a “grand opening” after we re-open in late June after moving children's and circulation to their respective homes on the upper level. We will also have a more formal reception on a Friday night, inviting dignitaries and selected individuals. Both the staff and the public are anxiously awaiting the completion of the Romeoville renovation.

### **PINNACLE UPDATE**

Staff begins training on the Polaris operating system in May with our scheduled go “live” date with the Polaris catalog to be on June 14, 2012.

EXECUTIVE SESSION—Real Property—none needed.

EXECUTIVE SESSION—Personnel—none needed.

## **NEW BUSINESS**

### **ROMEUVILLE ELEVATOR REPAIR PROPOSAL**

The Board reviewed the proposal in question. This proposal covers the replacement of the elevator lift cylinder.

*Deanna Amann moved the Board approve the elevator repair proposal presented by Colley Elevator Company in the amount of \$22,231.00. Nancy Hackett seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, and Christine Siegel. Nays—none. Motion carried.*

SCHEDULE SPECIAL BOARD MEETING FOR EARLY MAY

The Board determined to have a Special Board Meeting on Tuesday, May 15, 2012 to review construction bids and the FY 2012-2013 working budget figures.

MODIFIED ORGANIZATIONAL CHART

The Board reviewed the new organizational chart submitted. Scott Pointon explained the plan to move Circulation Services under the management of the Branch Managers, with the creation of the position of circulation supervisor to assist with these duties. The Branch Managers will now be overseeing all public services staff. This plan also includes the creation of a new Outreach Department, to be headed by Tina Williams, with the assistance of an outreach clerk. These actions have been under consideration for some time, with the respective positions starting in July 28, 2012.

*Christine Siegel moved the Board approve the proposed organizational chart as presented. Deanna Amann seconded the motion. All voted aye. Motion carried.*

APPROVAL OF CONTRACTORS' PAYMENTS

The Board reviewed the contractors payments submitted.

*Gayle Crompton moved the Board approve the contractors' certificates of payments to Al Treiber Associates in the amounts of \$11,656.80 and \$72,607.25, The Lombard Company in the amount of \$454,493.00, and Sound Inc. in the amount of \$20,975.57. Nancy Hackett seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, and Christine Siegel. Nays—none. Motion carried.*

**SERVING OUR PUBLIC 2.0: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES 2009 EDITION –Chapter 10 – Marketing, Promotion, and Collaboration**

The District's Marketing Committee has recently begun exploring various marketing avenues to better promote one of the our valuable, but underutilized database, The Learning Express. We will also increase marketing the District's e-book content.

**ADJOURNMENT**

*Gordon Butler moved for adjournment at 8:37 p.m. Nancy Hackett seconded the motion. All voted aye. Motion carried.*