

WHITE OAK LIBRARY DISTRICT
APRIL 28, 2020
REGULAR BOARD MEETING @ 7:00 PM
Meeting Conducted Via ZOOM Conference

CALL TO ORDER

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

Staff present: Scott Pointon and Beverly Krakovec.

PUBLIC COMMENTS – none.

MINUTES

Board members reviewed the minutes.

Nancy Hackett moved to approve the February 25, 2020 Regular Board Meeting Minutes as presented. Adam Woodworth seconded the motion. Roll call indicated: Ayes—Deanna Amann, Zach Binkley, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Woodworth. Nays—none. Motion carried.

CORRESPONDENCE – none.

TREASURER’S REPORT – February 2020

Treasurer Ann Lopez-Caneva read the Treasurer’s Report for February 2020. Cash on hand as of February 1, 2020 was \$2,613,160.56. Income as of February 29, 2020 was \$61,517.21. Disbursements as of February 29, 2020 were \$340,836.12. Transfers/adjustments—\$157.63 to the Corporate Fund due to voided checks from program cancellations. Cash on hand as of February 29, 2020 was \$2,333,999.28.

Ann Lopez-Caneva moved the Board approve the February 2020 Treasurer’s Report as presented, with payment of the March 16, 2020 bills of \$128,646.00, and the March 6, 2020 payroll of \$111,557.33, and the March 20, 2020 payroll of \$111,345.13. Adam Woodworth seconded the motion. Roll call indicated: Ayes—Deanna Amann, Zach Binkley, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Woodworth. Nays—none. Motion carried.

Personal Property Replacement Tax received for FY 2019-2020 was \$163,560.88. The Lockport Township estimate for FY 2019-2020 was \$279,418.90

2018 Levy Real Estate Distributions and Interest received to date was \$6,094,662.84. Percent received to date is 100.17%.

Additional information regarding interest rates – see PMA Investments Report.

TREASURER’S REPORT- March 2020

Treasurer Ann Lopez-Caneva read the Treasurer’s Report for March 2020. Cash on hand as of March 1, 2020 was \$2,333,999.28. Income as of March 31, 2020 was \$15,430.28. Disbursements as of March 31, 2020 were \$341,418.22. Transfers/adjustments—none. Cash on hand as of March 31, 2020 was \$2,008,011.34.

Ann Lopez-Caneva moved the Board approve the March 2020 Treasurer’s Report as presented, with payment of the April 15, 2020 bills of \$274,845.64, and the April 3, 2020 payroll of \$109,487.44, and the April 17, 2020 payroll of \$108,037.55. Nancy Hackett seconded the motion. Roll call indicated: Ayes—Deanna Amann, Zach Binkley, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Woodworth. Nays—none. Motion carried.

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PERSONAL PROPERTY REPLACEMENT TAX

Illinois State’s financial situation may necessitate the state reducing or eliminating the District’s per capita grant and the personal property replacement tax for this year. If such reductions occur, it would be a significant loss in funding for the District (approximately \$360,000.00). The District also has to budget for the mandatory minimum wage increase, which will calculate to approximately \$90,000.00. The District has the ability to save some funds from this fiscal year’s budget by reducing spending for the remainder of this fiscal year. The District will not be filling any current open positions and will reduce purchasing of materials. We will have a clearer picture of funding spent for this fiscal year by the first week in June. Scott Pointon has received email notification that real estate tax bills for the 2019 levy are still to be mailed on May 1, 2020. Scott Pointon will bring the working budget to the Board in June.

DIRECTOR’S REPORT

In addition to his written report, Scott Pointon reported on a number of issues relating to the COVID-19 pandemic and our District’s plans to address library services during this time.

- The District is currently planning on re-opening, with limited services on Monday, June 1, 2020. Any re-opening will depend on the time-frame of the stay-at-home order, which can be changed as conditions warrant. We would re-open in phases, with the first phase incorporating a curbside pickup plan in place which would provide patrons with access to materials. Items could only be returned via our book drops and such items would be “quarantined” for a yet undetermined period of time. RAILS is compiling “best practices” guidelines for the safe handling of materials, which we plan on utilizing. Because materials circulate back and forth, we must be vigilant in reducing contagion. The next phase of library service would allow patrons to enter the facilities with staff monitoring access and limiting the number of occupants. We would limit the number of adult

computer stations available and maintain a strict cleaning schedule. Juvenile computers would not be available. We would set guidelines that individuals must be 16 years or older to enter the facilities without a parent or guardian present. We can modify any of these parameters as needed and explore other options.

- The District has purchase sufficient PPE (personal protection equipment) for staff in the form of surgical masks, headgear with plastic face shields, nitro gloves, and hand sanitizer.
- On April 29, 2020, patrons will be able to apply for a library card online and be able to utilize OverDrive (ebooks and audiobooks), and online databases that require library card authentication such as Ancestry. The Ancestry database is now allowing usage from home during the COVID-19 crisis, when patrons enter their library card number. Online patron registration will provide patrons quick access to these services.
- In May the Pinnacle Library Cooperative will launch an online book club that will provide unlimited free access to selected book club downloads. The moderated book club will feature six books to be discussed in two month periods.
- The District will be purchasing good quality cameras for staff to create adult, children and teen virtual programming that will uploaded to the District's YouTube channel and linked to our website.

OLD BUSINESS

BUILDING UPDATES

Romeoville Branch – The new roof is almost completed. Our architects will visit the site to do a punch list and access if any damage occurred to the interior due to placement of the new roof. Since R.C Hill School is now closed, staff may park in their lot and work can begin on the Romeoville parking lot much earlier. It is possible the lot could be completed before June.

EXECUTIVE SESSION – Real Property – none needed.

EXECUTIVE SESSION – Personnel—none needed.

NEW BUSINESS – none.

SERVING OUR PUBLIC 4.0 - Chapter 10 – Programming and Chapter 11 – Youth/Young Adult Services.

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

ADJOURNMENT

Ann Lopez-Caneva moved for adjournment at 8:07 p.m. Nancy Hackett seconded the motion. Roll call indicated: Ayes—Deanna Amann, Zach Binkley, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Adam Woodworth. Nays—none. Motion carried.