

**WHITE OAK LIBRARY DISTRICT  
AUGUST 26, 2014  
REGULAR BOARD MEETING @ 7:00 PM  
ROMEOVILLE BRANCH**

**CALL TO ORDER**

President Ann Lopez-Caneva called the Regular Board Meeting to order at 7:00 p.m. Board members present: Deanna Amann, Gordon Butler, Gayle Crompton, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Board member absent: none.

Staff present: Scott Pointon and Beverly Krakovec

Guest present: Christine Marszalek

**PUBLIC COMMENTS** – Christine Marszalek, a student in Joliet Junior College’s Library Technical Assistant program, thanked the board members and staff for the opportunity to do her internship with the District. Ms. Marszalek is a Lockport resident and avid library user. Part of Ms. Marszalek’s internship requirements is to attend a board meeting and she also welcomed the opportunity to visit the Romeoville Branch. During her internship, Ms. Marszalek will be scheduled at all three branches in a variety of departments. The Board welcomed Ms. Marszalek and hoped her experience with the District would be rewarding.

**MINUTES**

*Nancy Hackett moved to approve the July 22, 2014 Regular Board Meeting Minutes as presented. Deanna Amann seconded the motion. All voted aye. Motion carried.*

**CORRESPONDENCE**

The District received correspondence from The Lockport Township Park District on behalf of the Senior’s Let’s Play Expo Committee thanking Pat Jarog and Lockport staff for participating in the Township’s July 30, 2014 Senior Ice Cream Social and band concert.

**TREASURER’S REPORT**

Treasurer Victor Zack read the Treasurer’s Report for July 2014. Cash on hand as of July 1, 2014 was \$3,003,560.69. Income as of July 31, 2014 was \$90,125.16. Disbursements as of July 31, 2014 were \$1,075,635.43. Transfers and adjustments—none. Cash on hand as of July 31, 2014 was \$2,018,050.42. The Bond Levy Account had \$26,359.97 as of July 31, 2014.

*Victor Zack moved the Board approve the July 2014 Treasurer’s Report, as presented, with the payment of the August 15, 2014 bills for \$170,677.97, the August 13, 2014 payroll for \$96,921.32, and the August 27, 2014 payroll of \$95,482.34. Gayle Crompton seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none. Motion carried.*

Personal Property Replacement Tax received to date totaled \$41,416.22. The District estimate for FY 2014-2015 is \$225,000.00. The Lockport Township estimate is not yet available.

2013 Levy Real Estate Distributions and Interest received to date was \$2,496,738.06. Percent received to date is 54.644%.

Current interest rate as of August 26, 2014 for money market accounts are as follows: Harris Bank—0.100%, Illinois Funds—0.010%, MB Financial Bank—0.200%.

## **DIRECTOR' S REPORT**

Scott Pointon was successful in obtaining library directional signage now in place along Weber Road. He showed the Board pictures of the signage and also pictures of the new Crest Hill facility shed, which is finally on site. The shed is currently located by the dumpster while plans are prepared to show to the City of Crest Hill regarding permanent placement of the shed.

Deanna Amann mentioned there appeared to be a piece of silver metal hanging off the south side of the Lockport Branch. Scott Pointon is aware of this situation and it is being rectified.

Scott Pointon reported the District audit is proceeding without problems and should be done in one more day. The audit report should be presented to the Board at the September meeting.

Scott Pointon informed the Board that the manner in which Unique Collection Agency handles our “fines only” accounts may need to be altered. Currently the District has delinquent accounts turned over to Unique when the account balances reach \$50.00 or over for lost materials. The District does not currently send patrons to the collection agency if they only owe for fines. The Board was in agreement to begin sending patrons to the collection agency if their balance is \$50.00 or greater, regardless if this balance consists of fines only or a combination of fines and lost materials.

## **OLD BUSINESS**

### **BUILDING UPDATES**

Crest Hill: The shed is on site and the District is working on plans to show the City of Crest Hill, achieve approval from the city, and finally fix the shed in its permanent location. All security systems are now fully operational. Some wiring under the Adult Services desk was faulty, but luckily it was still under warranty, so the repair cost was not assigned to the District.

Lockport: A fence along the west side of the parking lot will be erected in the coming week, and a new dumpster and dumpster surround will be placed in the parking lot. Some wet ceiling tiles are still proving to be a problem which contractors are working to resolve. A leaky window at the top of the stairwell has been repaired, and the drywall will be fixed. The District is investigating landscaping around the facility and plantings should be in place by fall. The Friends of the Library have donated funds for plantings at the Crest Hill and Lockport facilities. All security systems are fully operational.

Romeoville: The snow melt system has been fixed, and a new dumpster surround is in place.

### **LONG RANGE PLAN PARTICIPANTS**

Scott Pointon reported that initial meetings of the groups should start during the third week in September. He will be sending out invitations next week and is still seeking additional community members for participation. If Board members know if any community members they believe would be suited to work on these teams, they should provide Scott Pointon with their contact information. The current plan is to have three teams, with two teams comprised of the general public, and one team of District staff from various departments. We would need between 16 -18 people to work on two of the teams, with the staff

team number being more flexible. The Board felt it was vital that equal representation from all three of our communities be maintained on the teams, as well as individuals from all age ranges, including teens. Ann Lopez-Caneva suggested contacting the librarian at the Romeoville High School. Jeff Krohn from Lockport Township High School was suggested as a potential team member. Deanna Amann suggested Devon Patterson as a team member. Scott Pointon will keep the Board apprised of this project's progress.

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

**EXECUTIVE SESSION** – Personnel – none needed

## **NEW BUSINESS**

### APPROVAL OF CRISIS MANAGEMENT PLANS

Scott Pointon distributed the new crisis management plans for the Crest Hill and Lockport facilities. The initial Romeoville crisis management plan was used as a template for Crest Hill and Lockport, with some contact information being updated for the Romeoville document. All staff will be made aware of the plan, its locations at each branch, and the importance of becoming familiar with procedures before an emergency situation presents itself. The Board suggested the plan be kept on a clipboard within easy reach of staff.

***Gordon Butler moved the Board accept the new Crisis Management Plans for the Crest Hill and Lockport Branches as presented. Gayle Crompton seconded the motion. All voted aye. Motion carried.***

### CONSIDERATION OF STATE CONSTRUCTION GRANT

Scott Pointon reported the State of Illinois is once again providing funds for library construction grants, with \$125,000 being the maximum allowed for each grant. The District has a viable opportunity to receive one of these grants to assist the funding for the Outreach Department structure/garage at the Crest Hill Branch. To complete the grant application, the District would need to produce detailed architectural plans for this project. While the District does have the basic plans already completed, we would need Dewberry to complete a much more complex plan, with the possible cost being \$3,000 - \$4,000. If the District did pursue obtaining such plans from Dewberry, we would be able to submit them again in the future if this grant application was not successful. The Board believed the investment in a complete set of architectural plans for the Outreach Department expansion, with garage, would be a wise action.

***Deanna Amann moved the District allow Director Scott Pointon to apply for the state construction grant and to also allow the Director to obtain architectural plans from Dewberry not to exceed \$5,000.00. Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none. Motion carried.***

### APPROVAL OF CONTRACTORS' PAYMENTS

The Board reviewed the contractors' payments submitted for payment.

***Gayle Crompton moved the Board approve the contractor's certificate of payment to Sound Inc. for final payment for phone system work at each facility in the amount of \$18,913.45. Deanna Amann seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none. Motion carried.***

*Deanna Amann moved the Board approve the contractor's certificate of payment to the Frederick Quinn Corporation for the Lockport project in the amount of \$3,441.00. Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, and Victor Zack. Nays—none. Motion carried.*

SERVING OUR PUBLIC 3.0: Governance & Administration

The Board reviewed the standards in question. They believed we are successfully meeting the parameters given.

Ann Lopez-Caneva reminded the Board that the Lions of Crest Hill are holding their festival this coming weekend and support from the District would be greatly appreciated. Scott Pointon will be working as a chef on Sunday and encouraged everyone to attend. The Lions of Crest Hill were very generous in donating funds to assist with District computer purchases.

**ADJOURNMENT**

*Gayle Crompton moved for adjournment at 8:06 p.m. Victor Zack seconded the motion. All voted aye. Motion carried.*