

**WHITE OAK LIBRARY DISTRICT
SEPTEMBER 25, 2012
REGULAR BOARD MEETING @ 7:00 PM
ROMEOVILLE BRANCH**

PLEDGE OF ALLEGIANCE

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 Adam Sulich. Board member(s) absent: Nancy Hackett.

PUBLIC COMMENTS – none.

MINUTES

Gayle Crompton moved to approve the August 28, 2012 Regular Board Meeting Minutes and the September 11, 2012 Special Board Meeting Minutes as presented. Deanna Amann seconded the motion. All vote aye. Motion carried.

CORRESPONDENCE—none.

TREASURER’S REPORT

Treasurer Deanna Amann read the Treasurer’s Report for August 2012. Cash on hand as of August 1, 2012 was \$14,964,632.37. Income as of August 31, 2012 was \$407,303.55. Disbursements as of August 31, 2012 were \$959,404.05. Transfers and adjustments--\$82,010.52 was transferred from the MB Financial Bank Money Market Bond Account to the Harris Corporate Fund Account to cover smaller bond expenses. \$4,800.00 in grant money, which is part of the corporate fund, was moved to be included in the Corporate Fund line total. Cash on hand as of August 31, 2012 was \$14,412,531.87. Cash on hand in the Bond Accounts as of August 31, 2012 was \$12,733,440.04.

Deanna Amman moved to approve the August 2012 Treasurer’s Report as presented, with the payment of the September 14, 2012 bill for \$121,071.25, the September 12, 2012 payroll of \$87,281.51, and the September 26, 2012 payroll of \$85,660.38. Gayle Crompton seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Nays—none. Motion carried.

Personal Property Replacement Tax received to date totaled \$48,260.81. The Township’s estimate of funds to be received for FY 2012-2013 had not yet been provided.

2011 Levy Real Estate Distribution and Interest received to date was \$4,180,986.82. Percentage received to date is 95.243%.

Current interest rates as of September 25, 2012 for money market accounts are as follows: Harris Bank—0.100% and Illinois Funds—0.138%.

DIRECTOR'S REPORT

Scott Pointon did not have additional information to report.

OLD BUSINESS

BUILDING UPDATES

Crest Hill – Work is progressing quickly, with the foundations completed and utility installation next on the agenda. An electrical conduit, approximately 1,100 feet, needs to be established.

There is a question as to which entity, the library district or the site developer, will pay for the conduit.

Lockport – All permits are in order and barrier fencing and a worksite trailer is on site.

Temporary electrical service must be initiated, with work starting on the project within the next two weeks.

Romeoville – Punch list items are almost all completed, with some minor electrical work still to be done on the exterior of the facility. Display cases for both floors still need to be installed. The District plans on removing the hedgerow on the west side of the parking lot, creating a more inviting exterior aspect.

LOCKPORT CONSTRUCTION CHANGE ORDER

The Board reviewed the needed change orders. The first change order was necessitated due to code reviews, while the second dealt with winter conditions for construction. Both change orders are integral for the Lockport construction project to move forward.

Deanna Amann moved the Board approve changer order #1 in the amount of \$119,123.00 and change order #2 in the amount of \$82,528.00. Gayle Crompton seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Nays—none. Motion carried.

Adam Sulich noted the Romeoville Branch signage is not easily viewable when approaching south on Dalhart Avenue. Scott Pointon said we may be able to address this issue when all construction projects are completed and the District determines if any funds are available.

EXECUTIVE SESSION -- Real Property—none needed.

EXECUTIVE SESSION – Personnel—none needed.

NEW BUSINESS

APPROVAL OF JOB DESCRIPTIONS

The Board reviewed the job descriptions for the positions of Outreach Clerk II and Circulation Supervisor

Gayle Crompton moved the Board approve the job descriptions for the positions of Outreach Clerk II and Circulation Supervisor as presented. Deanna Amann seconded the motion. All voted aye. Motion carried.

APPROVAL OF PERSONNEL POLICY CHANGE

The Board reviewed the proposed Personnel Policy change regarding holiday pay. The proposed change will clarify how holiday pay is delineated.

Adam Sulich moved the Board adopt the change to the Personnel Policy as presented. Gordon Butler seconded the motion. All voted aye. Motion carried.

APPROVAL OF CONTRACTOR'S PAYMENTS

The Board reviewed the contractor's payments submitted.

Deanna Amann moved the Board approve the contractor's certificate of payment to the Lombard Company in the amount of \$375,557.00 (Crest Hill project) and another payment to the Lombard Company in the amount of 93,733.00 (Romeoville project). Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Gayle Crompton, Ann Lopez-Caneva, Christine Siegel, and Adam Sulich. Nays—none. Motion carried.

SERVING OUR PUBLIC 2.0: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES 2009 EDITION—Chapter 4 – Facilities

The Board stated the District is doing its utmost to provide our communities excellent library facilities and meet all established standards, as evidenced by the completed Romeoville facility renovation and the current construction/renovation projects underway in Crest Hill and Lockport.

ADJOURNMENT

Deanna Amann moved for adjournment at 8:18 p.m. Gayle Crompton seconded the motion. All voted aye. Motion carried.