

WHITE OAK LIBRARY DISTRICT
APRIL 24, 2018
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, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, Adam Woodworth, and Victor Zack.

Staff present: Scott Pointon and Beverly Krakovec.

PUBLIC COMMENTS

Board member Ann Lopez-Caneva thanked the Board and staff for the sympathy card and plant sent for the passing of her mother-in-law.

MINUTES

Nancy Hackett presented the minutes.

Nancy Hackett moved to approve the March 27, 2018 Regular Board Meeting Minutes as presented. Adam Woodworth seconded the motion. All voted aye. Motion carried.

CORRESPONDENCE

The District received three thank you cards. Sara Vodicka, staff member at Romeoville Branch, sent a thank you card for the flowers sent for the passing of her father. Board member Ann Lopez-Caneva and her husband sent a thank you card and donated funds for the purchase of children's books in memory of her mother-in-law. The Caneva family also sent a thank you card to the District for the plant sent for the passing of Ann Lopez-Caneva's mother-in-law.

TREASURER'S REPORT

Treasurer Victor Zack read the Treasurer's Report for March 2018. Cash on hand as of March 1, 2018 was \$1,928,540.98. Income as of March 31, 2018 was \$36,029.13. Disbursements as of March 31, 2018 were \$298,192.14. Transfers and adjustments –Transfer of \$12,500.00 from the Corporate Fund Account to the IMRF Fund Account to cover March payments, and a transfer of \$13,000.00 from the Corporate Fund Account to the Social Security Account to cover March payments. Cash on hand as of March 31, 2018 was \$1,666,377.97.

Victor Zack moved the Board approve the March 2018 Treasurer's Report as presented with payment of the April 16, 2018 bills for \$102,773.23, and the April 4, 2018 payroll for \$101,116.81, and the April 18, 2018 payroll for \$101,340.23. Ann Lopez-Caneva seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, Adam Woodworth, and Victor Zack. Nays—none. Motion carried.

Personal Property Replacement Tax received to date totaled \$175,356.28. The Lockport Township estimate for FY 2017-2018 is \$203,080.74.

2016 Levy Real Estate Distributions and Interest received to date was \$5,698,856.76. Percent received to date is 99.85%.

Current interest rates for money market accounts as of April 24, 2018 are as follows: Harris Bank—1.474%, Illinois Funds—1.679% and MB Financial Bank—1.050%.

Scott Pointed stated the District has received our Per Capita grant check for the October 2016 submission. We have also been advised the 2018 Per Capita grant award has been returned to full funding.

DIRECTOR'S REPORT

In addition to his written report, Scott Pointon stated that all open District positions had been filled. PMA Investment Group is working with Scott Pointon and Debra Chapp as they gather significant amounts of documentation so the company can begin investment services for the District.

The District will hold a Murder Mystery fundraising event on August 18, 2018 at the Crest Hill Branch. Proceeds from the fundraiser will go toward expanding the White Oak Author Fest event in October. Many staff member across the District are working on this project and are excited to be a part of the District's first fundraiser. Scott Pointon provided the Board with a list of special upcoming District events – Comicoopolis – August 4, 2018 – Lockport Branch, Grandparents Day Out – August 10, 2018 – Crest Hill Branch, Murder Mystery – August 18, 2018 – Crest Hill Branch, Dog Days of Summer – August 25, 2018 – Crest Hill Branch, and White Oak Author Fest – October 13, 2018 – Crest Hill Branch.

OLD BUSINESS

BUILDING UPDATES

None to report.

PROPOSAL FOR NATIONAL WIRELESS TOWER PROJECT

No new information at the present time.

EXECUTIVE SESSION – Real Property – none needed.

EXECUTIVE SESSION – Personnel—none needed.

NEW BUSINESS

ESTIMATED INCOME FOR FY 18/19

The Board reviewed the information provided by Scott Pointon. Estimated income for FY 18/19 was listed as \$4,293,027. It is expected the District's interest income should increase in the next fiscal year. It was also noted the District's FY2018 Per Capita Grant award was fully funded in the amount of \$97,366.25. The Friends of the White Oak Library District continue to be strong supporters of the District, donating \$15,000.00 in funds.

APPROVAL OF FY 18/19 WORKING BUDGET

The Board reviewed the proposed working budget; with Scott Pointon guiding them through the process with rationale for funding changes to various budget lines. Funding lines were adjusted to insure expenses are in line with anticipated income. Some noted changes were an increase in the staff salary budget line resulting from organizational changes to be instituted in the new fiscal year. An additional (18) hour clerk position will be added to the Outreach Department in the next fiscal year. Some material budget lines were increased and Capital Contingencies was once again funded. The Board was pleased with the proposed working budget and thanked Scott Pointon for his continued hard work in maintaining the District's sound fiscal position.

APPROVAL OF FY 18/19 SALARY SCALE

The Board reviewed the proposed FY 18/19 Salary Scale and rationale for any changes. The Board approved the salary scale and once more thanked Scott Pointon for his dedicated work. The Board considered future options for a possible adjustment to the Director's salary.

NEW ORGANIZATIONAL CHART

The Board reviewed the document. Scott Pointon stated the new organizational chart now shows the addition of an adult/teen services supervisor and a children's services supervisor. These positions would be in force at each branch. The Board approved the revised organizational chart.

Adam Woodworth moved the Board approve the following items as presented; Estimated Income for FY 18/19, the FY 18/19 Working Budget, the FY 18/19 Salary Scale, and the New Organizational Chart. Victor Zack seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gayle Crompton, Nancy Hackett, Ann Lopez-Caneva, Christine Siegel, Adam Woodworth, and Victor Zack. Nays—none. Motion carried.

SERVING OUR PUBLIC 3.0 – Chapter 10 – Marketing, Promotion & Collaboration

The Board reviewed the standards in question and determined the District is in compliance and successfully promotes library services and collaborates with community organizations. Scott Pointon commented that staff members Amy Byrne and Brandon Swarhout have done an exceptional job in maintaining and growing the District's social media presence.

ADJOURNMENT

Adam Woodworth moved for adjournment at 8:34 p.m. Nancy Hackett seconded the motion. All voted aye. Motion carried.