

**DES PLAINES VALLEY PUBLIC LIBRARY DISTRICT
OCTOBER 17, 2006
SPECIAL BOARD MEETING/PUBLIC HEARING AT 6:30 P.M.
REGULAR BOARD MEETING @ 7:00 P.M. @ CREST HILL
AGENDA**

TRUTH IN TAXATION HEARING

President Reno Caneva opened the Truth in Taxation Hearing at 6:30 p.m.

There were no questions or comments from the public.

President Reno Caneva closed the public hearing at 7:00 p.m.

PLEDGE OF ALLEGIANCE

CALL TO ORDER

President Reno Caneva called the Regular Board Meeting to order at 7:00 p.m.

Board members present: Ron Alberico, William Diaz, Danny Gaddis, Jeanne Juricic, Ann Lopez, Christine Siegel, and Ron Caneva. Board members absent: None.

Staff present: Interim Director Alex Todd, Assistant Manager Beverly Krakovec, Business Service Professional Debra Chapp, Head of Reference Shannon Pohrte, and IT Coordinator Mike Pezan.

Guests: Tony Graf, Scott Pointon, and Brian Zabel.

PUBLIC COMMENTS

There were no public comments.

MINUTES

William Diaz moved to approve the September 9, 2006 Special Board Meeting Minutes and the September 19, 2006 Regular Board Meeting Minutes as presented. Ron Alberico seconded the motion.

William Diaz stated he was not present at the September 9, 2006 Special Board Meeting. The minutes presented for that date are incorrect as they indicate he made motions at the meeting. William Diaz said the minutes must be corrected to indicate who really made the motions at the meeting.

At this time, staff was not able to provide the correct information to amend the September 9, 2006 Special Board Meeting Minutes. Christine Siegel will check her notes for the correct information.

Ron Alberico moved to table the motion to approve the September 9, 2006 Special Board Meeting Minutes until the November 22, 2006 Regular Board Meeting. Christine Siegel seconded the motion. All voted aye. Motion carried.

Regarding the September 19, 2006 Regular Board Meeting Minutes, Christine Siegel said the word “approved” in the second line of the motion to approve the Treasurer’s Report should be struck.

Christine Siegel moved to approve the September 19, 2006 Regular Board Meeting Minutes with the word “approved” struck from the second line of the motion to approve the Treasurer’s Report. Jeanne Juricic seconded the motion. All voted aye. Motion carried.

CORRESPONDENCE

Newsletters from Prairie Area Library System, Lockport Chamber, Romeoville Chamber, and the Joliet Chamber of Commerce were available for viewing.

A thank you note was received from the family of former director Ruth Waldvogel for a donation made in her memory.

TREASURER’S REPORT

Treasurer Ann Lopez read the Treasurer’s Report for September 2006.

Cash on hand as of September 1, 2006 was \$1,628,294.17. Income as of September 30, 2006 was \$593,706.73. Disbursements as of September 30, 2006 were \$140,086.85. There were no transfers/adjustments. Cash on hand as of September 30, 2006 was \$2,081,914.05.

Ann Lopez moved to approve the September 2006 Treasurer’s Report as presented and the payment of the October 15, 2006 bills in the amount of \$76,612.68 and the payment of the October 4, 2006 payroll of \$36,806.56, October 18, 2006 payroll of \$35,261.88-- with a total payroll of \$72,068.44. Danny Gaddis seconded the motion.

William Diaz questioned the Image Construction bill. Alex Todd said this was a deposit for the upcoming concrete repairs at Lockport. There were also some charges for various moving and furniture assembly. William Diaz also questioned the Prairie Area Library System bill. Alex Todd said this was the District’s quarterly installment payment for computer services from PALS. Mike Pezan, IT Coordinator, explained the cost comprises various software used by the system, maintenance cost and various computer services PALS provides to the District. As the District is part of the PALS consortium, costs are shared by all members and broken down into quarterly installments.

Ann Lopez questioned the attorney's payment, as this was the third consecutive month the District had paid attorney fees. Alex Todd said this should be the last significant bill from the attorney that deals with ordinance and budget issues.

Reno Caneva asked that a rundown of the attorney's fees for the past two years be made available for the November board meeting.

Roll call on the above motion indicated: Ayes—Ron Alberico, William Diaz, Danny Gaddis, Jeanne Juricic, Ann Lopez, Christine Siegel, and Reno Caneva. Nays—none. Motion carried.

Personal Property Replacement tax received to date totaled \$97,557.49. Lockport Township's estimate to be received for FY 2006-2007 is \$238,206.73.

The 2005 Levy Real Estate Distributions and interest received to date totaled \$1,498,381.49. The total percentage received to date is 93.94%.

DIRECTOR'S REPORT

The board reviewed Alex Todd's report. The following items were highlighted.

- New paperback display racks have been installed at Crest Hill.
- Additional public computers have been ordered for Crest Hill.
- A Literacy Grant from the Target Corporation in the amount of \$3,000 has been received. The District also received such a grant last year in the amount of \$2,000. This year funds will be utilized for grades 1 and 2 at Chaney-Monge and Richland Schools. The program is called "PAWS to Read". Selected children will participate by reading to dogs from the Healing Touch Therapy Dogs Organization.
- There has been a 5% increase in dental coverage rates effective November 1, 2006. This will result in a total increase of \$24.96 per month.

OLD BUSINESS

LONG RANGE PLAN—Deferred until the new director is on staff.

NEW BUSINESS

PRESENTATION OF FY 2005-2006 AUDIT

Brian Zabel from Brian Zabel & Associates, presented the District's FY 2005-2006 audit. A brief overview of the audit was done by Brian Zabel and the trustees. Highlights were as follows:

- All documents relating to the audit were in place and in order. The audit firm issued the District a "clean opinion" on the audit.

- The Des Plaines Valley Public Library District's assets exceeded its liabilities by \$3,136,031.00.
- The District has a large amount of employee benefits liabilities, for such items as sick leave and vacation time. The District does have a limit on the amount of sick leave an employee can accrue, but the auditor did want to point out the current liability for the District is high.
- The District has increased its overall net assets and has added to its reserve fund.
- The auditor recommended a current appraisal be completed.
- IMRF funding has been increased from 91 % to 93 %, due to the IMRF fund making money. Currently the District is meeting 100% of its IMRF pension obligation.
- Assessed evaluation has gone from \$782,857,957.00 in 2002 to \$1,175,846,655.00 in 2005. Corresponding to this, the District's tax rate has actually dropped from 0.1474 in 2002 to 0.1431 in 2005. As we are subject to tax caps this is unavoidable, but due to new growth, the District has been able to gain significant revenue.

Brian Zabel said he would be happy to go over any questions the Board had, either now or anytime in the future. Brian Zabel also stated that he believed Debra Chapp was doing a very good job and that the consolidation of funds was a very wise move by the library trustees.

William Diaz moved the District accept the FY 2005-2006 audit, as presented. Danny Gaddis seconded the motion.

Roll call on the above motion indicated: Ayes—Ron Alberico, William Diaz, Danny Gaddis, Jeanne Juricic, Ann Lopez, Christine Siegel, and Reno Caneva. Nays—none. Motion carried.

ADOPT LEVY ORDINANCE # 107

Jeanne Juricic moved the District adopt Ordinance #107—Tax Levy Ordinance for the Des Plaines Valley Public Library District, Will County, Illinois for the Fiscal Year beginning July 1, 2006, and ending June 30, 2007. Danny Gaddis seconded the motion.

Roll call on the above motion indicated: Ayes—Ron Alberico, William Diaz, Danny Gaddis, Jeanne Juricic, Ann Lopez, Christine Siegel, and Reno Caneva. Nays—none. Motion carried.

NEW DIRECTOR

Alex Todd stated an offer has been made and subsequently accepted for the director's position.

William Diaz moved the District employ Scott Pointon as the Director of the Des Plaines Valley Public Library District, effective December 4, 2006. Danny Gaddis seconded the motion.

Roll call on the above motion indicated: Ayes—Ron Alberico, William Diaz, Danny Gaddis, Jeanne Juricic, Ann Lopez, Christine Siegel, and Reno Caneva. Nays—none. Motion carried.

The board asked that Alex Todd stay with the District for a time period to familiarize Scott Pointon with various aspects of the director's position. Alex Todd said he would stay to assist, if the board so desired.

REFERENCE DESK PROPOSAL—CH

Alex Todd reviewed information presented for a new reference desk unit for the Crest Hill Library. Quotes were reviewed, with the Demco quote being the most favorable. The reference service area at Crest Hill has long needed and updating to be a functional, efficient point of reference services to the public. The total cost for the new reference unit from Demco, including delivery and installation, was quoted at \$9,051.11. The funds for this purchase are included in this fiscal year's budget.

Jeanne Juricic moved the District accept the quote for a new reference desk unit from the Demco Corporation in the amount of \$9,051.11, which includes delivery and installation. Christine Siegel seconded the motion.

Roll call on the above motion indicated: Ayes—Ron Alberico, William Diaz, Danny Gaddis, Jeanne Juricic, Ann Lopez, Christine Siegel, and Reno Caneva. Nays—none. Motion carried.

ORGANIZATIONAL CHART

Alex Todd reviewed a revised organizational chart for the District, which was more in keeping with how centralized management should operate. The new chart would have the director supervising all functions that are District wide, such as technology services, business services, reference services, information technology, and the assistant director.

The assistant director would supervise children's services and circulation services.

The revised chart would organize the District on a centralized administration basis.

William Diaz moved the District accept the organization chart, as presented. Christine Siegel seconded the motion.

Roll call on the above motion indicated: Ayes—Ron Alberico, William Diaz, Danny Gaddis, Jeanne Juricic, Ann Lopez, Christine Siegel, and Reno Caneva. Nays—none. Motion carried.

FRIENDS OF THE LIBRARY

Alex Todd stated that the current Friends of the Des Plaines Valley Public Library District are in need of individuals to serve as officers. Currently, the FOL have had their president and treasurer resign their posts. Alex Todd said that neither staff nor trustees should be in an officer's position, as this could be considered a conflict of interest. Hopefully the FOL will be able to generate more active membership, especially in regards to officer seats. It is very important the FOL remain a viable organization, as they have been a great assistance to the District. All agreed they would try to recruit new members.

The trustees also stated this issue should be addressed by the new director, Scott Pointon when he assumes his duties in December.

EXECUTIVE SESSION

Danny Gaddis moved to go into Executive Session at 7:50 p.m. to discuss real estate issues. William Diaz seconded the motion. All voted aye. Motion carried.

Christine Siegel moved to come out of Executive Session at 8:00 p.m. Ann Lopez seconded the motion. All voted aye. Motion carried.

Jeanne Juricic moved to go back into Regular Session at 8:01 p.m. Danny Gaddis seconded the motion. All voted aye. Motion carried.

William Diaz moved the Board authorize the Director of the Des Plaines Valley Public Library District to negotiate to purchase the property in question, in the amount of \$175,000.00 and to carry out the procedures to close on the property with the District's attorney, subject to all financial and legal requirements. Ron Alberico seconded the motion.

Roll call on the above motion indicated: Ayes—Ron Alberico, William Diaz, Danny Gaddis, Jeanne Juricic, Ann Lopez, Christine Siegel, and Reno Caneva. Nays—none. Motion carried.

ADJOURNMENT

William Diaz moved to adjourn the meeting at 8:04 p.m. Christine Siegel seconded the motion. All voted aye. Motion carried.