

**DES PLAINES VALLEY PUBLIC LIBRARY DISTRICT  
NOVEMBER 21, 2006  
REGULAR BOARD MEETING @ 7:00 P.M. @ CREST HILL**

**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, Reno Caneva, William Diaz, Danny Gaddis,  
Jeanne Juricic, and Christine Siegel. Board member absent: Ann Lopez.

Staff present: Interim Director Alex Todd, Director Designate Scott Pointon, Assistant  
Director Beverly Krakovec, Business Service Professional Debra Chapp, Reference  
Professional Andrew Susalla, and Children's Services Professional Jane Gardner.

Guests: Michael Tierney from Harris Bank.

**PUBLIC COMMENTS**

Reno Caneva welcomed Director Designate Scott Pointon to the District.

**MINUTES**

*Christine Siegel moved to approve the minutes from the September 9, 2006 Special  
Board Meeting and the October 17, 2006 Regular Board Meeting as presented. Jeanne  
Juricic seconded the motion.*

*All voted aye to approve the minutes. Motion carried.*

**CORRESPONDENCE**

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

Alex Todd commented that the District has not received a response from Laramar Group  
regarding the property purchase in Crest Hill.

**TREASURER'S REPORT**

In the absence of Treasurer Ann Lopez, Christine Siegel read the Treasurer's Report for  
October 2006.

Cash on hand as of October 1, 2006 was \$2,081,914.05. Income as of October 31, 2006 was \$89,281.60. Disbursements as of October 31, 2006 were \$161,398.17. There were no transfers/adjustments. Cash on hand as of October 31, 2006 was \$2,009,797.48.

***Christine Siegel moved to approve the October 2006 Treasurer's Report as presented and the payment of the November 15, 2006 bills in the amount of \$84,666.72 and the payment of the November 1, 2006 payroll in the amount of \$35,681.36, and the November 15, 2006 payroll in the amount of \$35,210.82—with a total payroll of \$70,892.19. William Diaz seconded the motion.***

William Diaz questioned the large amount of funds being expended on copier supplies, such as printer paper. Staff said that aside from the copier paper from Illinois Office Supplies, the remainder of the funds spent in this line item—(#542), were for general office supplies.

Trustees also commented on the electrical work. Alex Todd said this cost was for replacing light fixtures, moving power poles, installing new lights, and a variety of electrical work at both facilities.

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

The board reviewed transferring surplus funds.

***Christine Siegel moved that the District transfer surplus funds in the amount of \$221,892.87 from FY 2005-2006 from the Corporate Fund to the Building Fund.***

***Roll call on the above motion indicated: Ayes—Ron Alberico, William Diaz, Danny Gaddis, Jeanne Juricic, 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 received to date totaled \$1,523,378.12. The total percentage received to date is 98.34%.

Current interest rates, as of November 21, 2006, for money market accounts—Harris Bank – 5.171% and Illinois Funds – 5.191%.

At this time, Reno Caneva introduced Mike Tierney from Harris Bank. Mr. Tierney discussed the financing the District is seeking to purchase property in Crest Hill. The contract price for the property is \$170,000.00. The District would be seeking to finance 75% of that amount or a larger portion, if desired. The loan amount would be close to \$127,000.00, with a 5 year balloon payment and a 20 year amortization. The payments

per month would be approximately \$900.00. The District would have to refinance after five years.

Mike Tierney also stated a Phase One Environmental Site Assessment (ESA) study should be done on the property. Cost would be approximately \$1,500 and take three weeks to complete. He can provide the District with recommendations for companies to do the study. William Diaz said the District would also have to have a survey of the property conducted.

The matter of the Phase One Environmental Site Assessment (ESA) study will be placed on the agenda for the December 12, 2006 Regular Board Meeting.

The board thanked Mr. Tierney for speaking at the meeting.

## **DIRECTOR'S REPORT**

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

- A new water fountain has been installed on the main level at Lockport.
- The reference desk for Crest Hill has been ordered, with an estimated arrival date of December 19, 2006.
- Replacement lens for lighting have been received.
- Proposals for renewing the landscaping at Lockport have been received.
- The District is investigating outsourcing payroll preparation with Harris Bank.
- The signed real estate contract, with earnest money, has been sent to Laramar Group. Once the signed acceptance is received, action will start to inspect the property.
- Alex Todd attended the Lockport Tourism Council on October 29, 2006.

William Diaz commented that one of the problems the current time clock system has is the inability for Crest Hill time clock punches to be read at the Lockport facility. Being able to consolidate the time clock punches would be a great benefit when doing payroll from the Lockport location. William Diaz stated that Mike Pezan should contact him regarding this issue, as he can provide some resources for solving the problem.

Alex Todd commented that he has enjoyed his six month experience working for the District. He thanked the board and staff for their assistance and support, and wished the future director success.

The boards thanked Alex Todd for his service with the District and were very appreciative of all he had accomplished for the libraries.

## **OLD BUSINESS**

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

## **NEW BUSINESS**

### PERSONNEL ACTIONS

There were two personnel actions for consideration.

#### **Children’s Department at Lockport Library**

Alex Todd stated that the District currently conducts a number of both in-house and outreach juvenile programs. The demands on the Children’s Services Professional at the Lockport facility have grown to the point that scheduling around vacations and unexpected absences for her staff have limited her personnel resources.

The solution proposed would be to move one of the current Children’s Assistants from direct circulation duties on the Children’s Floor at Lockport and assign this individual to exclusively assist the Children’s Services Professional. Existing staff would absorb the additional hours left open by this move.

*William Diaz moved the District accept the proposed change in staffing for the Lockport Library’s Children’s Department, as presented by Interim Director Alex Todd.*

*All voted aye to approve the above motion. Motion carried.*

#### **Business Manager Position**

Under the District Organization Chart approved at the October Board meeting, the Business Manager now reports to the Director. The current level of the Business Manager position is “Professional”. The individual currently in this position is at the maximum step on this level. All other positions reporting to the Director are at the Department Head level, with the exception of the Assistant Director, who is at the Manager level. All positions, other than the Assistant Director, reporting to the Director should be on an equal level.

The recommendation was the position of Business Manager be raised from the Professional level to the Department Head level, effective the first pay period after adoption. It was also recommended that the incumbent in the Business Manager position be placed in Step 9 of the new level, effective the first pay period after adoption. This change will result in an annual increase of \$863.00, which can be absorbed into the current budget.

***Danny Gaddis moved the District accept the proposed change regarding the Business Manager's position, changing this position from a Professional level to the Department Head level, and that the annual pay increase of \$863.00 also be accepted, with both the position level change and the pay increase to be effective the first pay period after adoption.***

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

#### DISTRICT INSURANCE COVERAGE

Alex Todd reviewed the proposed insurance coverage increase.

The District currently has umbrella insurance coverage in the amount of \$1,000,000.00, with an annual premium of \$535.00. In view of the current atmosphere of escalating law suits, it is recommended the District increase the umbrella coverage to \$3,000,000.00, at an annual premium of \$1,425.00. This is an \$890.00 increase.

The Extra Expense Coverage in the current policy is \$10,000.00. This amount would not cover the expenses related to any major catastrophe. To increase this coverage to \$50,000 would cost the District an additional \$89.00 annually

Our current insurance policy does not contain what was formerly known as Boiler and Machinery coverage. This type of insurance covers any breakdown of heating, air conditioning, and any other systems that use energy from external causes, such as lightning strikes. The added cost of this coverage would be \$218.00 annually.

The total annual increased cost to adopt the above proposals would be \$1,197.00.

***William Diaz moved the District adopt the proposed changes to the District's insurance policy. Christine Siegel seconded the motion.***

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

The board reviewed information provided regarding District attorney fees. The consensus was that John Even has been handling a large amount of work on the real estate transaction in Crest Hill, and that has, of course, increased costs. William Diaz pointed out that the budget line item for attorney fees will probably be exhausted prior to the end of this fiscal year, and that the District should keep this in mind when budgeting in the future.

## LOCKPORT TOURISM COUNCIL

Reno Caneva reported on the progress being made to form a tourism council in Lockport. This council would incorporate a number of public, civic and community organizations. The goal of a unified group encompassing a variety of sectors of the Lockport community would greatly benefit the city. The library district would certainly find such an organization advantageous also.

The group is currently working to establish a two tier board of trustees. By-laws must be written, policies approved and eventually a director would be in place. Dues and membership are still in the talking stages.

The group may seek start-up funds and welcome ideas from any interested individuals. Their next meeting will be November 29, 2006 at 11:30 a.m. in the Norton Building.

**EXECUTIVE SESSION**—none called for.

## **ADJOURNMENT**

*William Diaz moved to adjourn the meeting at 7:40 p.m. Danny Gaddis seconded the motion. All voted aye. Motion carried.*