

**DES PLAINES VALLEY PUBLIC LIBRARY DISTRICT
MARCH 20, 2007
REGULAR BOARD MEETING @ 7:00 P.M. @ LOCKPORT**

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, Ann Lopez, and Christine Siegel. Board member absent: none.

Staff present: Director Scott Pointon and Assistant Director Beverly Krakovec.

Guests: Joanne Pitulla and Tony Graf.

PUBLIC COMMENTS

District resident Joanne Pitulla commented that the District did not have a selection of operas or plays available to the public, and she believed such additions would be beneficial to the District. Joanne Pitulla also stated she had recently visited the Crest Hill Library and noted four DVDs by a minister that were categorized as “educational” and were clearly proselytizing against evolution and Darwinism. Ms. Pitulla felt that the DVDs should not have been categorized as “educational”, but would be more appropriately distinguished as “religion” and that DVDs providing opposing viewpoints were not in evidence. She questioned how such materials were selected and or donated to the District’s collections. Scott Pointon stated that the DVDs in question had been donated to the District, and that after careful review, the DVDs had been withdrawn and discarded. Scott Pointon also stated that the District does provide a variety of information regarding Darwin’s theory of evolution, and that a number of these sources are in audiovisual format. The board and Scott Pointon appreciated Ms. Pitulla’s concerns and thanked her for her interest in the library district.

MINUTES

Christine Siegel moved to approve the February 20, 2007 Regular Board Meeting Minutes as presented. 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.

Scott Pointon said the District had received a request from Will County Clerk’s Office to use the Crest Hill facility as a polling place for the April 17, 2007 Consolidated Election. A fee of \$75.00 per precinct would be paid, with two precincts voting at the facility. The

Lockport facility is already being utilized as a polling place on April 17th and would prevent the board meeting from occurring until well after 9:00 p.m.

William Diaz motioned the April 17, 2007 Regular Board Meeting be postponed for one week, to take place on April 24, 2007, and that appropriate notice be given. Danny Gaddis seconded the motion. All voted aye. Motion carried.

The District has received notification from the state that we have received our per capita grant in the amount of \$65,485.39.

Scott Pointon was contacted by a movie production company in regards to using the Lockport facility parking lot in the course of filming. William Diaz said that parking for both patrons and staff would have to be addressed by the production company. If the parking issue is resolved, the board would not object to the use of the Lockport parking lot.

A thank you note was received from Donna Boyne, the winner of the District's raffle basket at the Joliet Junior College Senior Expo. The District had a booth and promoted library services.

TREASURER'S REPORT

Treasurer Ann Lopez read the Treasurer's Report for February 2007.

Cash on hand as of February 1, 2007 was \$1,649,961.24. Income as of February 28, 2007 was \$12,343.53. Disbursements as of February 28, 2007 were \$152,160.05. Transfers and adjustments were \$1,000.00, consisting of a voided earnest money check from November. Cash on hand as of February 28, 2007 was \$1,511,144.72.

Ann Lopez moved to approve the February 2007 Treasurer's Report as presented and the payment of the March 15, 2007 bills in the amount of \$53,920.79, and the payment of the March 7, 2007 payroll of \$40,332.70, and the March 21, 2007 payroll of \$41,598.93, with a total payroll of \$81,931.63. Ron Alberico seconded the motion.

William Diaz noted that the funds analysis shows a number of accounts that are in danger of exceeding their budget amounts, in particular, the Crest Hill's juvenile non-fiction book line item. This same account had gone over budget last fiscal year. William Diaz questioned what type of approval was given for purchasing by this account. Scott Pointon stated that all material purchases are subject to approval by Brandon Swarhout. Purchases are no longer made from vendors.

The budget line item for on-line resources, which is basically an annual purchase, was also noted as being at 99.00% spent.

The new cleaning service fees are being paid for out of account #565, which will cause this account line item to go over budget. The board was aware this would occur when the cleaning service was hired.

Telecommunication costs from AT & T were noted. William Diaz questioned if there was some manner we could reduce fees for the telephone lines. Ann Lopez said the school had investigated how to reduce line charges, and she would provide Scott Pointon with the information. William Diaz said perhaps it was time to review all the telephone charges to insure the District is utilizing funds in the most economical manner.

Ann Lopez also brought up the option of purchasing electricity from another provider beside ComEd.

William Diaz questioned the amount listed for Target Grant funds. Scott Pointon said this was a grant the District had obtained from the Target Corporation, in partnership with Change-Monge and Richland Schools.

William Diaz questioned the bill from R & R Septic and Sewer Service. Scott Pointon reviewed the sewer line difficulties at the Crest Hill facility. The facility was without water for approximately four days while the problem was being corrected. Though staff was provided with off time from work to visit local public rest room facilities, the library public did not have access to washrooms on site. William Diaz questioned if the library should have been kept open for this time period. Scott Pointon said he had researched this issue on the OSHA website and the library was not in violation in regards to allowing employees to visit a nearby restroom facility as soon as they expressed the need. A code enforcer from the City of Crest Hill, who had been made aware of the problem, said the library should be closed in the future if public restrooms are not available for a similar length of time.

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 \$155,168.70. 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 \$1,546,999.72. The total percentage received to date is 99.75%

DIRECTOR'S REPORT

The board reviewed Scott Pointon's report. In addition to the items covered in the report, Scott Pointon had additional information regarding the purchase of property in Crest Hill. The sellers still do not have clear title to offer the District. Our attorney has been in contact and generated a letter to the sellers giving them the date of April 30, 2007 to clear the title or the District will exercise its objection to the title matter and terminate the contract. The District's earnest money would then be refunded. Scott Pointon said he had also received a call from one of the seller's attorneys who questioned if the board would be interested in leasing the property, with the payments being applied to the purchase

price. The sellers are planning to sell the entire complex in the next few years and they should be able to separate the property the District desires to purchase at that time.

William Diaz said that the land is encumbered and he would not be comfortable with any future lease agreement that would not guarantee the District would have the first option to purchase the property when the title is cleared.

OLD BUSINESS

LONG RANGE PLAN

Scott Pointon stated information relating to the long range plan was included in topics later in the agenda.

PURCHASE OF PROPERTY

Discussed earlier in agenda.

CORRECTION TO PROPOSED STAFF COMPUTER USE POLICY

The corrections desired by the board have been incorporated into this policy. After review, William Diaz pointed out the word “personally” should be changed to “non-library”.

Section 6—paragraph F should now read:

F. It is prohibited to connect or use non-library owned equipment to the non-public side of the District network or computer systems unless prior approval has been given by the District IT Manager.

Danny Gaddis motioned the board approve the Staff Computer Use Policy as presented and amended. Ann Lopez 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.

UNATTENDED CHILD POLICY

Scott Pointon presented a proposed Unattended Child Policy for the board’s review.

Various suggestions were made regarding the definition of a “child” and how specific the policy should actually be. William Diaz said it would be imperative to define what the District’s policy would define as a “child”. Jeanne Juricic said that the more detailed you make such a policy, the more difficult it would be for the staff to enforce. All the board members agreed that the policy, as presented, would be too specific. A procedure manual

will be created for the staff to follow, but the policy itself will be presented in a more generalized manner.

LIBRARY MAINTENANCE PROPOSAL

Scott Pointon reviewed a proposal to hire a maintenance individual. William Diaz said this issue had been discussed earlier and that a definite need for such an individual exists.

William Diaz motioned the board accept the Director's recommendation to hire a full time maintenance individual. Jeanne Juricic 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.

OPTIONS FOR GROWTH

The board reviewed the information presented. Scott Pointon said he has been gathering information covering a variety of aspects for the District's growth

William Diaz said that he believed the first step would be a financial planning report. William Diaz also said that the first priority would be what would best benefit our patrons/taxpayers.

Scott Pointon said he has had various conversations with representatives from the Fountaindale Library District in regards to how both library districts can best serve the Romeoville community.

Many options have to be explored in detail, with a financial planning report being essential before the District can even start to pursue growth options.

The board decided to have a special workshop meeting to discuss these issues. The board will have a special workshop meeting on Tuesday, April 3, 2007 at 7:00 p.m. at the Lockport Library.

EXECUTIVE SESSION – none called for.

SERVING OUR PUBLIC—STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

CHAPTER III--PERSONNEL

The board reviewed the information provided.

ADJOURNMENT

William Diaz moved to adjourn the meeting at 8:15 p.m. Danny Gaddis seconded the motion. All voted aye. Motion carried.