

**GENEVA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
OCTOBER 24, 2013**

**PRESENT:** President Esther Steel, Vice President Travis Ketterman, Treasurer Steven Andersson, Secretary Susan D. Shivers, Trustees Pat Lord, Mark Adams and Library Director Matt Teske.

**ABSENT:** Trustee Bob Shiffler

**ALSO PRESENT:** Staffers Peggy Carlson, Debbie Walsh, Kate Cobo, Lynnette Singh, Kimberly Gotches, Dennis Winters, Susan Garlisch, and Gayle Meers. Also Sandy Ellis, Tom Cleary, Craig Maladra, Rick Hollinger and Bob McQuillan.

**LATE ARRIVALS:** None.

**I. CALL TO ORDER**

President Steel opened the Regular Meeting of the Board of Trustees of the Geneva Public Library District at 7:01 p.m. Roll call was taken. All were present except for Trustee Shiffler.

**II. PLEDGE OF ALLEGIANCE**

**III. CHANGES IN THE AGENDA**

President Steel announced that the Board would go into Closed Session following the Library Director's Special Report.

**IV. APPROVAL OF MINUTES**

A. Secretary Shivers moved to **approve the minutes of the Closed Special Board Meeting of September 12, 2013, the Special Board Meeting of September 21, 2013, the Closed Special Board Meeting of September 21, 2013, the Special Board Meeting of September 26, 2013, and the Regular Board Meeting of September 26, 2013 as amended.** Treasurer Andersson seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: SHIFFLER ABSTAIN: NONE**

**MOTION CARRIED**

**V. PRESENTATION: GENEVA PUBLIC LIBRARY DISTRICT, A VISION FOR THE 21<sup>ST</sup> CENTURY**

Library Director Teske presented a vision of the Geneva Public Library accompanied by a power point presentation. At the beginning, Director Teske reviewed the Mission Statement of the Library, which provides that the Library is an educational institution accessible to all members and committed to serve each member of the community. The

Vision of the Library focused on the activities (group and individual) that the Director and the Department Heads believe should be part of a library visit. In particular, the Director reviewed his proposed outreach to new users, teens, community groups, middle school students, Friends of the Library, educators, parents with children in Library programs, and library users with physical challenges. The Director reviewed the desire to offer change that provides room for intellectual, social, cultural and recreational growth. The Library must engage with technology. The Library must provide space for reading, individual and group study/work, sufficient meeting space, a place to eat, and displays. The Library needs to provide barrier-free service for our patrons, which addresses concerns about parking, car friendly services, an inviting and welcoming entrance, and a clear path to the various departments. Also, the Library must utilize its space “behind the scenes” to allow an efficient operation by staff. The Library Director outlined four steps for planning for the future. First, the Library must develop the questions to include in a survey. Second, the Library must conduct the survey and get community input from other sources, including focus groups. Third, we must evaluate the results to determine our service objectives. Fourth, the Library must compare the service objectives to the Library’s space. The Library Director next shared statistics on how the Geneva Library’s facility compares to other suburban libraries. In conclusion, the Library Director posed the question: do we want the Geneva Library building to limit our vision of what the Library can be for Geneva?

#### **VI. PATRONS’ AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY**

Sandy Ellis noted that it was hard to hear the Library Director and the trustees. Tom Cleary noted the changing demographics of Geneva and that the Library is a community resource, especially with recent job losses. Bob McQuillan cautioned the Board to not live in a bubble; look at the other six taxing bodies to work together. For example, Mr. McQuillan noted that the school district is already doing many of the tasks outlined in the Library Director’s Vision Presentation. Mr. McQuillan suggested that perhaps the school district could keep the school libraries open at night. In addition, he suggested that Library could be renovated to provide more community space. Mr. McQuillan stated that he is not sure a new library is needed and that a referendum is unlikely to pass. Rick Hollinger commented that he would love to see a community library that attracts people. He was glad to see that a Gail Borden Library consultant will give a presentation at the November Board meeting. Mr. Hollinger cautioned that a survey will not tell the Board much information unless the respondents know the possibilities. Alderman Craig Maladra agreed with the Library Director that a determination of the community’s desires is needed. He noted that the ability to afford does not change the need. Alderman Maladra suggested that Library determine the size of its district in ten years. He also noted the changing demographics of the community; the percentage of Geneva residents who are aging and on fixed incomes will continue to rise. Alderman Maladra complimented the Library Director and commented that he had the right approach. Bob McQuillan provided the analogy of a fast food restaurant that used to serve only lunch and dinner, but now serves breakfast and stays open late. The school libraries are already there and may need to serve the community between 5: 00 – 10:00 pm. Mr. McQuillan noted that the school district taxpayers are already paying the debt service for those school facilities. Rick Hollinger noted that school security issues may prevent school libraries from being open for the general public in the evening hours. Treasurer Andersson noted an Aurora school that is providing evening services to community members. Tom Cleary thanked the Library Director for an excellent analysis. Sandy Ellis noted that a survey is just creating a wish list without price tags attached. Gayle Meers asked the Board to survey people who do not come to the Library to find out why.

Treasurer Andersson clarified that Gail Borden trustee and library consultant Rick McCarthy is volunteering his time for the November presentation. The Library will follow the legal process to engage an architect if and when the service is needed. President Steel noted that Mr. McCarthy is familiar with our Library and performed prior site analysis for the Library. Trustee Lord and Mr. McQuillan engaged in a discussion about electronic resources. Dennis Winters noted that most of the 20<sup>th</sup> century resources are not available in electronic format. He made the comparison to a music fan buying the same music in record, tape, 8 track, CD and electronic formats. Treasurer Andersson provided the current Library statistics on books and electronic resources.

At 7:48 p.m., Vice President Ketterman moved to **adjourn to Closed Session for the purpose of purchase or lease of real property for the use of the public body, and pending litigation.** Trustee Lord seconded the motion.

**ROLL CALL VOTE**

<b>AYES:</b>	<b>Andersson Lord Steel</b>	<b>Adams Ketterman</b>
<b>NAYS:</b>	<b>Shivers</b>	
<b>ABSENT:</b>	<b>Shiffler</b>	<b>ABSTAIN: NONE</b>

**MOTION CARRIED**

At 8:16 p.m., Vice President Ketterman moved to **reconvene to Regular Meeting.** Treasurer Andersson seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Shiffler</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

**VII. TREASURER'S REPORT**

Treasurer Andersson noted that the Board had reduced the levy, but the finances of the Library were doing well. After 25% of the fiscal year, our expenditures are consistent with 25% of the budget. Vice President Ketterman moved to **approve the Treasurer's Report and to enter the Trial Balance ending September 30, 2013 into the Public Record.** Secretary Shivers seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Shiffler</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

Treasurer Andersson proposed that the Board schedule the TITA Hearing and consider the Tentative Levy Ordinance at the November meeting, at which time Treasurer Andersson will make a presentation about the levy and the public can participate. Trustee Lord moved to **postpone consideration of the Tentative Levy Ordinance and the Approval of the Notice of Proposed Property Tax Increase until the November 2013 meeting.** Secretary Shiver seconded the motion.

**AYES: ALL NAYS: NONE**  
**ABSENT: Shiffler ABSTAIN: NONE**

**MOTION CARRIED**

Treasurer Andersson moved to schedule the TITA Hearing for November 21, 2013 at 7:00 pm, immediately prior to the start of the Regular Board Meeting. Vice President Ketterman seconded the motion. Secretary Shivers clarified that the vote was simply to set the hearing, and was not a vote to increase, decrease or keep the levy.

**AYES: ALL NAYS: NONE**  
**ABSENT: Shiffler ABSTAIN: NONE**

**MOTION CARRIED**

Treasurer Andersson left the meeting at 8:21 pm.

**VIII. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY**

Mr. McQuillan questioned why the Board did not release the environmental tests for the Cetron property. Vice President Ketterman responded that the Board acted on the advice of the Board's attorney. Vice President Ketterman noted that the FOIA denial was appealed to the Public Access Counselor's office of the Illinois Attorney General and that the Board would comply with the law and a determination that the records should be released. Mr. McQuillan stated his opinion that the owner of the property has a responsibility to release the documents. Mr. McQuillan also questioned whether the Board's action in postponing the TITA hearing and the consideration of the Tentative Levy Ordinance could be done and still comply with the statutory timeframes. The Library Director will consult the Board's attorney to confirm. Mr. McQuillan asked whether the \$2.2 million in reserves can be transferred to another fund, which President Steel answered could be transferred. Sandy Ellis asked whether the evaluation of the Cetron property was paid by the taxpayers and wanted to know what was contained in the report. Trustee Lord noted that the Library responded to the FOIA and that response was on appeal to the Illinois Attorney General's PAC office.

**IX. COMMITTEE & LIAISON REPORTS**

- A. Finance – No report
- B. Personnel – Vice President Ketterman will circulate the template for the annual review of the Library Director to all trustees prior to the November meeting. Vice

President Ketterman also noted that the Library is following developments with the Affordable Care Act and will consider whether any policy change must be made in regards to employees who work 30 or more hours each week.

C. Foundation – Trustee Lord noted that Bob Mann and Jeff Wilse have joined the Foundation as Advisory Members. The Foundation is willing to co-fund the proposed Library survey. The Foundation’s speaker series was held on October 23, with the topic of surviving the holidays. The next Foundation speaker will discuss investment planning in January 2014. Trustee Lord also noted that Foundation member Cynthia Wade was searching for a replacement to run the Foundation’s speaker series.

Secretary Shivers left the meeting at 8:35 p.m.

**X. PRESIDENT’S REPORT**

President Steel commented that a neighbor has expressed interest in starting a grassroots effort to inform the community as to why a new library is needed. President Steel advised the neighbor that such a group is premature until the Library completes its current evaluation process.

**XI. LIBRARIAN’S REPORT**

The Library Director reported that a patron has challenged the book I Am Bane, which is a Batman book located in the EY Section of Youth Services. The patron challenged the book as too scary for placement in that section. Under the Board’s procedures, the Library Director has formed a staff committee to review and research the book. The staff committee will make a recommendation to the Library Director, who will inform the patron of his decision. The patron may appeal the Library Director’s decision to the Board. The Library Director also noted that the new Concealed Carry law has a specific exemption for public libraries. The appropriate signs will be posted.

President Steel appointed Trustee Adams as the Secretary pro tem.

**XII. UNFINISHED BUSINESS**

A. Annexation update: discussion and/or action – None.

**XIII. NEW BUSINESS**

A. Set date for “Walk Through” of the Library – The Board agreed to meet at 6:15 p.m. on November 21, 2013 to conduct the annual walk through of the Library. The Library Director will send an email to remind the full Board.

B. Approve payment to Aires Consulting (\$6,965.00). Vice President Ketterman moved to **approve payment to Aires Consulting in the amount of \$6,965.00**. Trustee Lord seconded the motion.

**ROLL CALL VOTE**

**AYES:            Lord                                Ketterman**  
**Steel                                Adams**

**NAYS:            None**



Trustee Adams noted the Preschool Fair sponsored by Geneva Library and surrounding libraries and wondered if it was good for trustees to attend that event. Trustee Lord stated that we should talk with Batavia Library trustees in accord with the Open Meetings Act and schedule a dialogue. President Steel noted that the Library is very active with our neighbors. Trustee Lord said we should explore having dinner with the trustees of the Batavia and St. Charles Libraries.

**XVI. FUTURE AGENDA ITEMS**

Trustee Lord asked that an outreach with Tri-City Libraries be placed on a future agenda. The Board and staff scheduled a presentation on public outreach / marketing for the December 2013 meeting and a presentation on electronic resources at the January 2014 meeting.

**XVII. ADJOURNMENT**

Trustee Lord moved to **adjourn the meeting of the Board of Trustees.** Vice President Ketterman seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>SHIVERS SHIFFLER ANDERSSON</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

The meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 8:50 p.m.

Respectfully submitted,

---

Mark Adams, Secretary Pro Tem

---

Trustee