

**GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
NOVEMBER 21, 2013**

PRESENT: President Esther Steel, Vice President Travis Ketterman, Treasurer Steven Andersson, Secretary Susan D. Shivers, Trustees Pat Lord, Bob Shiffler, Mark Adams and Library Assistant Director Peggy Carlson.

ABSENT: None

ALSO PRESENT: Staffers Debbie Walsh, Kate Cobo, Lynnette Singh, Kimberly Gotches, Gayle Meers, and Dennis Winters, 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 7:40 p.m. Roll call was taken. All were present.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN THE AGENDA

President Steel announced that the Board would consider the Tax Levy Ordinance immediately given that the Trustees and audience members had just discussed the proposed tax levy in the Truth in Taxation Hearing.

IV. APPROVE LEVY ORDINANCE 2013-5

Trustee Lord moved to **approve Levy Ordinance 2013-5**. Trustee Adams seconded the motion.

ROLL CALL VOTE

AYES:	Adams Lord Steel	Shiffler
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NAYS:	Andersson Shivers	Ketterman
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ABSENT:	NONE	ABSTAIN: NONE
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MOTION CARRIED

V. PRESENTATION OF THE AUDIT REPORT BY JOSEPH JULIUS, CPA

Auditor Joseph Julius distributed copies of the Annual Financial Report of the Geneva Public Library District for the Fiscal Year Ended June 30, 2013. Mr. Julius began by reviewing the chart on page 41 of the report that set forth the Tax Collections for Tax

Years 2009-2012. This chart showed what Kane County actually allowed the Library District to collect. The Library District collected \$4,200,036 in tax year 2012, compared to \$4,397,120 in tax year 2011.

The auditor also distributed a summary of his presentation. The summary included a chart showing the Combined Statement of Revenue and Expenditures and Changes in Fund Balances for Fiscal Years Ended June 30, 2011, 2012 and 2013. For expenditures, the auditor noted that 70-78% of expenses are spent on staff wages and benefits. The Library District collected approximately \$100,000 more in revenue than it expended. In response to a question from Trustee Shiffler, the auditor noted that the fiscal year is split between two different tax levies and the current fiscal year will reflect different numbers because of the lower tax levy.

The auditor's summary also included a chart of All Governmental Fund Types. Secretary Shivers renewed her request that the audit and the balance sheet refer to the same funds by the same names for ease of comparison. Assistant Director Carlson noted that such a change will be made.

Trustee Lord questioned different numbers in the Treasurer's report, and the auditor confirmed that the audit numbers are based on an ending period of June 30, 2013, while the Treasurer's report was based on the ending period of October 31, 2013.

The auditor noted that he was providing a clean opinion of the Library's financial reports, which is the highest opinion that can be expressed by an auditor.

Trustee Shiffler confirmed that the Library is getting rid of more books than the Library is buying because of the decline in that asset value.

The Trustees and the auditor discussed the current IMRF funding status. At the present, a Library employee contributes 4.5% of his or her salary, while the Library contributes 12.71%.

VI. PRESENTATION BY RICK McCARTHY

Gail Borden Library Board President and library architect Rick McCarthy delivered a power point presentation at the request of President Steel and Director Teske based on his knowledge of libraries and past work with the Geneva Library.

Mr. McCarthy noted that focus groups are difficult to conduct at this point because Geneva Library patrons will not even know what they want in a new or remodeled library facility.

Mr. McCarthy addressed the topic of "Reinventing." Libraries need to reinvent how they serve the public. The "Serving Our Public Standards" published by the Illinois Library Association are getting out of date. The focus should not be on the square footage of the facility.

When looking at Geneva's neighboring libraries, Geneva has a higher volumes per capita ratio, but our checkout rate per capita is near the bottom. Mr. McCarthy notes that this is a result of having too many books in the collection. He also noted that Geneva needs more open spaces to make it easier to use our collection.

In keeping with the topic of “Reinventing,” Mr. McCarthy noted that libraries need to be places for continuing education, business incubation, on-line learning, video conferencing, group interactions and browsing books in lieu of a book store.

In particular, Geneva needs to serve kids and teens. If we do not meet the needs of teens, we will lose relevance when they become adults.

Mr. McCarthy commented that the Library needs to look at why people come to the library. There are three main reasons: (1) to consume, (2) to connect with other people, and (3) to create. The library needs to be designed for collaboration. For example, the library needs maker space, such as a craft table and the ability to 3-D print. Libraries need to get away from big desks and use furniture that invites more collaboration among patrons and between patrons and staff. Libraries need space for such things as culture, music and arts. Libraries need to take down “No” signs to get away from negative stereotypes. In regards to computing, the use of lap tops and tablets would allow the library to dedicate less square footage to computing and allow any library space to be used for computing.

Specifically, Mr. McCarthy recommended that the Geneva Library embrace self-service, amp up the teen service, and energize the children services. He commented that libraries are about changing lives. The library should start with activities and then fill in with books. Libraries should inspire reading, share resources and connect people.

Trustee Shiffler noted his recent visit and the amazing service provided by the Gail Borden Library.

Mr. McCarthy concluded by commenting that libraries need to get past the concept of being warehouses for books. People do not know their menu of choices and do not know what to order when deciding on a new or renovated library facility.

Trustee Lord commented that she is revisiting her past support for an immediate community survey in light of Mr. McCarthy’s presentation. The Trustees discussed the concept of taking a community survey.

VII. APPROVAL OF MINUTES

- A. After a withdrawn motion to approve all the minutes, Trustee Shiffler moved to **approve the minutes of the Closed Special Board Meeting of September 26, 2013**. Treasurer Andersson seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

- B. The minutes of the September 25, 2013 Finance Committee meeting were provided for informational purposes.

- C. Vice President Ketterman moved to **approve the minutes of the Regular Board Meeting of October 24, 2013**. Treasurer Andersson seconded the motion.

AYES: ALL NAYS: NONE
ABSENT: NONE ABSTAIN: SHIFFLER

MOTION CARRIED

- D. Vice President Ketterman moved to **approve the minutes of the Closed Board Meeting of October 24, 2013**. Trustee Adams seconded the motion.

AYES: ALL NAYS: NONE
ABSENT: NONE ABSTAIN: SHIFFLER

MOTION CARRIED

VIII. TREASURER'S REPORT

Treasurer Andersson noted that in the interest of time and because the material was covered in earlier discussion, he would adopt the written report. The Trustees discussed whether the report must be read at the meeting, with both Treasurer Andersson and Vice President Ketterman disagreeing that such an action was needed. Vice President Ketterman moved to **approve the Treasurer's Report and to enter the Trial Balance ending October 31, 2013 into the Public Record**. Trustee Lord seconded the motion.

AYES: ALL NAYS: NONE
ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

IX. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY

Trustee Lord noted the patron complaint about paid tutors using the Library. Assistant Director Carlson commented that previous libraries at which she worked prohibited paid tutors from using the facility. Adult Services Department Head Walsh noted that staff deals with the problem of noise. The Trustees briefly discussed the philosophical issues of attempting to prevent the use of the Library by individuals engaged in paid activities. Mr. McQuillan noted the auditor's use of the word "battlelines" and commented that for the past three years the Library has collected a total of \$500,000 more in revenue than what the Library expended. Mr. McQuillan noted a disconnect between the maximum levy and spending the reserves. Trustee Shiffler responded that the upcoming budget will see a significant difference.

X. COMMITTEE & LIAISON REPORTS

- A. Foundation – President Steel attended the November meeting. The Foundation discussed library space needs and supported conducting a community survey. The

Foundation is still seeking volunteers. The next Speaker Series event will be in January 2014. The Foundation is asking Library employees for donations. In addition, the Foundation is working on creating a database of potential donors.

B. Policy – Vice President Ketterman noted that the Library is following developments with the Affordable Care Act. Staff is proceeding with the understanding that part-time staff should not be scheduled to work in excess of an average of 28 hours per week. Vice President Ketterman commented that staff is reviewing the entire Policy Manual. Changes will be considered by the Policy Committee, with recommendations made to the full Board. Secretary Shivers voiced her concern about the difference between policy and procedures. Trustees briefly discussed the issue and agreed to revisit the issue at the December meeting.

C. Other – Trustee Adams noted that LINC approved the revised By-Laws and that trustees are now out of the active management of LINC.

Secretary Shivers left the meeting at 9:05 pm.

President Steel and Trustee Adams briefly reviewed the November Inter-Governmental Meeting. Items discussed included full-day kindergarten, public access, and ACA.

XI. PRESIDENT’S REPORT

None.

XII. LIBRARIAN’S REPORT

The Library Assistant Director reported on the new Concealed Carry Act that has a specific exemption for public libraries. The appropriate signs will be posted. The Trustees discussed an Ordinance proposed by the Library’s attorney. Trustee Adams questioned the definition of weapons. Several Trustees voiced their concern over the proposed remedy in the draft Ordinance. The Trustees deferred action until the December meeting.

The Assistant Director also noted the revamped newsletter, which is designed to be similar to the website. A combination of publications saved the Library \$3,500 in printing expenses.

President Steel appointed Trustee Adams as the Secretary pro tem.

XIII. UNFINISHED BUSINESS

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

XIV. NEW BUSINESS

A. Approve Financial Report for Fiscal Year 2012-2013 – Treasurer Andersson moved to **approve the Financial Report for Fiscal Year 2012-2013**. Trustee Shiffler seconded the motion. President Steel appointed Trustee Shiffler to serve as Secretary pro tem.

ROLL CALL VOTE

AYES: Lord Ketterman

Steel
Andersson

Adams
Shiffler

NAYS: None

ABSENT: Shivers

ABSTAIN: NONE

MOTION CARRIED

B. Approve payment to Aires Consulting (\$2,177.50). Trustee Shiffler moved to **approve payment to Aires Consulting in the amount of \$2,177.50.** Treasurer Andersson seconded the motion.

ROLL CALL VOTE

AYES: Lord Ketterman
Steel
Andersson Adams
Shiffler

NAYS: None

ABSENT: Shivers

ABSTAIN: NONE

MOTION CARRIED

C. Approve Invoice from Ottosen Britz (\$2,536.13). President Steel noted that attorney invoices will no longer be considered in Closed Session. Trustee Shiffler moved to **approve payment to Ottosen Britz in the amount of \$2,536.13.** Trustee Lord seconded the motion. The Trustees briefly discussed whether FOIA costs should be noted and deferred discussion to a later date.

ROLL CALL VOTE

AYES: Lord Ketterman
Steel
Andersson Adams
Shiffler

NAYS: None

ABSENT: Shivers

ABSTAIN: NONE

MOTION CARRIED

D. Approve Invoice from Peregrine, Stime, Newman, Ritzman Bruckner, Ltd. (\$7,878.00). Treasurer Andersson moved to **approve payment to Peregrine, Stime, Newman, Ritzman Bruckner, Ltd. in the amount of \$7,878.00.** Trustee Shiffler seconded the motion.

ROLL CALL VOTE

AYES:	Lord Steel Andersson	Ketterman Adams Shiffler
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NAYS: None

ABSENT: Shivers	ABSTAIN: NONE
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MOTION CARRIED

XV. OTHER NEW BUSINESS

Assistant Director Carlson informed the Board that MB Financial has notified the Library that excessive transfers / withdrawals will result in the accounts being moved to a non-interest bearing account. Treasurer Andersson will review the notice.

XVI. PUBLIC AND TRUSTEE COMMENTS

None.

XVII. FUTURE AGENDA ITEMS

President Steel suggested that the Board hear a presentation on national architectural issues at a future meeting. The Board and staff scheduled a presentation on public outreach / marketing for the December 2013 meeting. The Board agreed that a presentation on hourly statistics could be postponed.

At 9:31 p.m., Trustee Lord 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 Shiffler seconded the motion.

ROLL CALL VOTE

AYES:	Lord Steel Andersson	Ketterman Adams Shiffler
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NAYS: None

ABSENT: Shivers	ABSTAIN: NONE
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MOTION CARRIED

At 9:34 p.m., Trustee Shiffler moved to **reconvene to Regular Meeting**. Vice President Ketterman seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Shivers ABSTAIN: NONE

MOTION CARRIED

XVIII. ADJOURNMENT

Treasurer Andersson moved to **adjourn the meeting of the Board of Trustees**. Vice President Ketterman seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: SHIVERS ABSTAIN: NONE

MOTION CARRIED

The meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 9:34 p.m.

Respectfully submitted,

Mark Adams, Secretary Pro Tem

Trustee