

**GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
DECEMBER 19, 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: Marilyn Boria and Staff Members Kristi Miller-Pease, Debbie Walsh, Kate Cobo, Lynnette Singh, Kimberly Gotches, Dennis Winters, and Gayle Meers.

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 5:32 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 immediately go into Closed Session.

At 5:35 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, matters pertaining to the appointment, employment and compensation, discipline, performance or dismissal of specific employees of the public body and pending litigation.** Vice President Ketterman seconded the motion.

ROLL CALL VOTE

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

MOTION CARRIED

At 6:25 p.m., Vice President Ketterman moved to **reconvene to Regular Meeting.** Treasurer Andersson seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

IV. WALK THROUGH OF THE LIBRAY BUILDING

Library Assistant Director Carlson, Circulation Department Head Kate Cobo, Adult Services Department Head Debbie Walsh, Technical Services Department Head Dennis Winters, IT Department Head Lynnette Singh, and Youth Services Department Head Kristi Miller-Pease highlighted their Departments as the trustees conducted their annual tour of the Library Building.

V. APPROVAL OF MINUTES

- A. Treasurer Andersson moved to **approve the minutes of the Closed Special Board Meeting of November 13, 2013**. Trustee Shiffler seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: Ketterman and Lord

MOTION CARRIED

- B. Trustee Shiffler moved to **approve the minutes of the Closed Board Meeting of November 21, 2013**. Treasurer Andersson seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: SHIVERS

MOTION CARRIED

- C. Trustee Shiffler moved to **approve the minutes of the Regular Board Meeting of November 21, 2013**. Trustee Adams seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

- D. Trustee Shiffler moved to **approve the minutes of the Truth in Taxation Hearing of November 21, 2013**. Trustee Lord seconded the motion. Secretary Shivers commented that she thought the minutes were incomplete and that the remarks of the individual trustees should be included in the minutes.

AYES: ALL NAYS: SHIVERS

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

VI. PRESENTATION BY KIMBERLY GOTCHES

Public Relations and Adult Program Associate Kimberly Gotches delivered remarks on how the Library can best communicate our vision of the Library. Ms. Gotches provided a handout on her background and a list of resources. Ms. Gotches explained how the Library can foster support for big changes. She discussed the process of a drafting a marketing plan, which is how the Library will communicate in words and actions. Ms. Gotches stated that marketing is promoting the Library and its services, like an advertisement. Public Relations is developing relationships with key community players and organizations. Ms. Gotches walked the trustees through a three step process. Step one involves a survey of what the Library community needs. Step two involves a strategic planning process. Step three is the development of the marketing plan itself. Ms. Gotches stressed that the Library must make itself part of the solution to community issues, and not just be another taxing body. We need to survey the community and the staff. Ms. Gotches discussed the Library's mission statement, which scored a -3.6 on a readability analysis. She provided examples of mission statements from other libraries. Ms. Gotches also discussed information distribution channels, such as the newsletters. At the conclusion of the presentation, Trustee Lord commented on Rick McCarthy's point that it is important to provide options in a survey of the community because the community does not always know what is available.

VII. TREASURER'S REPORT

Treasurer Andersson noted that the Library is 41% through the fiscal year and that expenses are on track. Trustee Shiffler noted that in response to his questions to the Library's auditor at the November 2013 meeting, Trustee Shiffler looked into the issue of the Library's reserves and concluded that the Library has about 4.5 months of operating reserves. President Steel commented on the approximately \$64,000 maintained in the Capital Improvement budget item that is a holdover from the last building project. President Steel noted that the money could be used by the Library and not retained in the line item. Secretary Shivers asked that the potential use of this money be added to the January agenda. Vice President Ketterman moved to **approve the Treasurer's Report and to enter the Trial Balance ending August 31, 2013 and November 30, 2013 into the Public Record.** Trustee Lord seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

VIII. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY

Trustee Lord and Trustee Shiffler noted the staff compliments made by patrons.

IX. COMMITTEE & LIAISON REPORTS

A. Foundation – President Steel noted that the Foundation is once again participating in the Amazon.com program in which the Foundation is able to fundraise if customers link to Amazon through the Foundation’s website. Foundation member Cynthia Wade will be leaving the Foundation in June. The Foundation is soliciting contributions from trustees and Library staff. Several trustees expressed their concern that Library employees would be solicited by the Foundation.

B. Policy – Vice President Ketterman stated that the Library staff will be conducting a comprehensive review of the Library Policies. He recommended that the trustees target the beginning of the fiscal year (July 1, 2014) as the implementation date for the Policy changes.

C. Personnel – Vice President Ketterman stated that Personnel issues such as the compensation policy need to be addressed and also recommended an implementation date of July 1, 2014.

X. PRESIDENT’S REPORT

President Steel noted that Michael Mackey, a library architect with nationwide experience, will make a presentation at the January 2014 meeting. The trustees discussed the presentations made to the trustees and the process of selecting the presenters. Vice President Ketterman noted that he would like to see a speaker address the possibility of remaining in the existing Library building.

XI. LIBRARIAN’S REPORT

The Library Assistant Director reported on staff concerns that employees are being charged \$25 for a doctor’s report for FMLA purposes. The trustees asked that the issue be referred to the Library’s FMLA attorney at Robbins Schwartz. The Library Assistant Director discussed the issue that certain grades on the revised compensation schedule do not match the job descriptions. The trustees agreed that changes should be made so that the job description and compensation schedules match. The Library Assistant Director noted that the committee reviewed the challenge to the Youth Services book I am Bane and felt that the book was in the appropriate location in the Library. The trustees discussed the process of the review of a challenged book.

Trustee Shiffler questioned how many hours were lost because of the changes to the part time employees as a result of mandates under the Affordable Care Act. Staff reported that one employee was cut four hours.

XII. UNFINISHED BUSINESS

None.

XIII. NEW BUSINESS

A. Approve Petty Cash Reimbursement – Treasurer Andersson moved to **approve the Petty Cash Reimbursement up to the Policy Limit of \$2,000**. Trustee Shiffler seconded the motion.

ROLL CALL VOTE

AYES: Lord Ketterman
Steel Adams
Andersson Shiffler
Shivers

NAYS: NONE

ABSENT: NONE **ABSTAIN:** NONE

MOTION CARRIED

- B. Review 2014 Foundation Calendar. Vice President Ketterman suggested that the selection of a trustee to attend the Foundation meeting be done quarterly, as schedules change. Trustees volunteered for the first three meetings of 2014.
- C. Approve Calendar of Duties. Vice President Ketterman moved to **approve the proposed Calendar of Duties.** Trustee Shiffler seconded the motion.

ROLL CALL VOTE

AYES: Lord Ketterman
Steel Adams
Andersson Shiffler
Shivers

NAYS: NONE

ABSENT: NONE **ABSTAIN:** NONE

MOTION CARRIED

- D. Discussion on the Concealed Carry Law. President Steel noted that the Library's attorney confirmed that that proposed Ordinance presented to the trustees at the November meeting does not need to be adopted. The Library staff has displayed the appropriate sign to acknowledge that concealed weapons are prohibited in the Library.
- E. Approve Invoice from Ottosen Britz (\$3,332.75). Vice President Ketterman moved to **approve payment to Ottosen Britz in the amount of \$3,332.75.** Treasurer Andersson seconded the motion.

ROLL CALL VOTE

AYES: Lord Ketterman
Steel Adams
Andersson Shiffler

NAYS: Shivers

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

F. Approve Invoice from Joseph R. Julius (\$9,865.00). Trustee Shiffler moved to **approve payment to Joseph R. Julius in the amount of \$9,865.00.** Trustee Lord seconded the motion. Secretary Shivers asked whether Mr. Julius sets the amount at the beginning of the year and sets forth the services included in that total or whether he bills the Library at the end of the year based on the services rendered. The Library Assistant Director said that she would look into that and report to the board.

ROLL CALL VOTE

AYES:	Lord	Ketterman
	Steel	Adams
	Andersson	Shiffler
	Shivers	

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

XIV. OTHER NEW BUSINESS

None

XV. PUBLIC AND TRUSTEE COMMENTS

Vice President Ketterman commended the staff for their outstanding work on the “Celebrate the Season” event.

At 8:43 p.m., Secretary Shivers 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

AYES:	Lord	Ketterman
	Steel	Adams
	Andersson	Shiffler
	Shivers	

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

XVI. ADJOURNMENT

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

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

The meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 9:04 p.m.

Respectfully submitted,

Susan D. Shivers, Secretary

Trustee