

**GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JULY 25, 2013**

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

ABSENT: None

ALSO PRESENT: Staffers Peggy Carlson, Debbie Walsh, Lynnette Singh, Kristi Miller-Pease were present up to 7:06 p.m. and Gail Meers after 9:17 p.m. Also present up to 7:06 p.m. was Dennis 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 7:00 p.m. Roll call was taken. All were present.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN THE AGENDA

President Steel indicated that the Board would go into Closed Session following the approval of the minutes

IV. APPROVAL OF MINUTES

V. APPROVAL OF MINUTES

A. Secretary Shivers moved to **approve the minutes of the Regular Board Meeting of June 27, 2013.** Vice-President Ketterman seconded the motion. After a discussion about the discrepancy in the time stated on page 6, the Trustees postponed consideration of the June 27, 2013 minutes to the August 2013 meeting, with instructions to the Library Director to review the tape and make the appropriate change to the listed time.

B. Closed Board Meeting of June 27, 2013 – Postponed to August 2013 meeting.

C. Finance Committee Meeting Minutes of June 25, 2013 – For informational purposes only.

D. Secretary Shivers moved to **approve the minutes of the Special Board Meeting of July 11, 2013.** Trustee Adams seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

E. Secretary Shivers moved to **approve the minutes of the Closed Special Board Meeting of July 11, 2013.** Vice President Ketterman seconded the motion.

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

MOTION CARRIED

F. Automation / Technology Committee Meeting Minutes of July 11, 2013 – For informational purposes only.

At 7:06 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, pending litigation and review of invoice for legal services and personnel matters pertaining to the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body.** Secretary Shivers seconded the motion.

ROLL CALL VOTE

AYES: Andersson Shivers
Lord Shiffler
Steel Ketterman
Adams

NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

At 9:17 p.m. Trustee Lord moved to **reconvene the Regular Meeting.** Secretary Shivers seconded the motion.

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

MOTION CARRIED

President Steel moved the consideration of the Budget to the next item on the agenda.

VI. NEW BUSINESS

A. Approve Tentative Budget & Appropriation Ordinance #2013-2

Treasurer Andersson moved to approve the Tentative Budget & Appropriation Ordinance #2013-2. Trustee Pat Lord seconded the motion.

Secretary Shivers inquired about the self-check credit card policy. Trustee Adams confirmed that the budget removed the proposed survey. President Steel responded that

the Library can do a survey without the budget appropriation, perhaps through an intern that the Foundation would like to sponsor.

ROLL CALL VOTE

AYES: **Andersson** **Shivers**
 Lord **Shiffler**
 Steel **Ketterman**
 Adams

NAYS: **NONE**

ABSENT: **NONE** **ABSTAIN: NONE**

MOTION CARRIED

VII. TREASURER’S REPORT

Vice President Ketterman moved to **approve the Treasurer’s Report and to enter the Trial Balance ending June 30, 2013 into the Public Record.** Treasurer Andersson seconded the motion.

AYES: **ALL** **NAYS: NONE**

ABSENT: **NONE** **ABSTAIN: NONE**

MOTION CARRIED

VIII. NEW BUSINESS (CONTINUED)

B. Approve .02 Building and Maintenance Ordinance #2013-4.
Treasurer Andersson moved to approve the .02 Building and Maintenance Ordinance #2013-4. Vice President Ketterman seconded the motion.

ROLL CALL VOTE

AYES: **Andersson** **Shivers**
 Lord **Shiffler**
 Steel **Ketterman**
 Adams

NAYS: **NONE**

ABSENT: **NONE** **ABSTAIN: NONE**

MOTION CARRIED

Secretary Shivers left the meeting at 9:25 pm.

C. Approve copier service agreement
Trustee Shiffler reviewed the Automation / Technology Committee’s review of the three potential vendors for the copier service and presented the Committee’s recommendation to remain with Geneva-based Gordon Flesch as outlined in the Board materials. Trustee

Lord moved to approve the copier service agreement with Gordon Flesch. Trustee Shiffler seconded the motion.

ROLL CALL VOTE

AYES: **Andersson** **Shiffler**
 Lord **Ketterman**
 Steel **Adams**

NAYS: **NONE**

ABSENT: **Shivers** **ABSTAIN: NONE**

MOTION CARRIED

D. Appoint committee for annual report and semi-annual review of the closed minutes. After discussion, President Steel appointed Trustee Adams and Trustee Shiffler to review the annual report and conduct the semi-annual review of the closed minutes prior to the August 2013 meeting.

E. Per Capita Board Requirement.
Library Director Teske reviewed this requirement with the Board to satisfy the grant criteria.

F. Approve payment to Aires Consulting (\$7,250.00)
Trustee Shiffler moved to **approve payment to Aires Consulting in the amount of \$7,250.00.** Trustee Lord seconded the motion.

ROLL CALL VOTE

AYES: **Andersson** **Shiffler**
 Lord **Ketterman**
 Steel **Adams**

NAYS: **NONE**

ABSENT: **Shivers** **ABSTAIN: NONE**

MOTION CARRIED

G. Approve payment to ERA, Inc. (\$4,211.90)

Treasurer Andersson moved to **approve payment to ERA, Inc. in the amount of \$4,211.90**. Trustee Shiffler seconded the motion.

ROLL CALL VOTE

AYES: **Andersson** **Shiffler**
 Lord **Ketterman**
 Steel **Adams**

NAYS: **NONE**

ABSENT: **Shivers** **ABSTAIN: NONE**

MOTION CARRIED

H. Approve Invoice from Ottosen Britz (\$23,246.26)

Trustee Shiffler moved to **approve payment to Ottosen Britz in the amount of \$23,246.36**. Treasurer Andersson seconded the motion.

ROLL CALL VOTE

AYES: **Andersson** **Shiffler**
 Lord **Ketterman**
 Steel **Adams**

NAYS: **NONE**

ABSENT: **Shivers** **ABSTAIN: NONE**

MOTION CARRIED

IX. OTHER NEW BUSINESS

President Steel distributed a thank you letter from Mary Fraley. President Steel announced that the Board would dedicate a book to the library in Ms. Fraley's honor.

X. PUBLIC AND TRUSTEE COMMENTS

None.

XI. FUTURE AGENDA ITEMS

None.

XII. ADJOURNMENT

Trustee Lord moved to **adjourn the meeting of the Board of Trustees.** Trustee Shiffler 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 9:28 p.m.

Respectfully submitted,

Susan D. Shivers, Secretary

Trustee