

**GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
AUGUST 22, 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, Dennis Winters and Kristi Miller-Pease. Also present was one unknown female visitor.

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 7:03 p.m., following the Annual Budget Hearing. Roll call was taken. All were present.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN THE AGENDA

There were no changes to the agenda.

IV. APPROVAL OF MINUTES

A. Secretary Shivers moved to **approve the minutes of the Regular Board Meeting of June 27, 2013.** Trustee Shiffler seconded the motion.

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

MOTION CARRIED

B. Secretary Shivers moved to **approve the minutes of the Closed Board Meeting of June 27, 2013.** Trustee Shiffler seconded the motion.

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

MOTION CARRIED

C. Secretary Shivers moved to **approve the minutes of the Special Board Meeting of July 24, 2013.** Vice President Ketterman seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

D. Secretary Shivers moved to **approve the minutes of the Special Closed Board Meeting of July 24, 2013**. Trustee Lord seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

E. Secretary Shivers moved to **approve the minutes of the Regular Board Meeting of July 25, 2013**. Trustee Shiffler seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

F. Secretary Shivers moved to **approve the minutes of the Closed Board Meeting of July 25, 2013**. Trustee Lord seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

G. Secretary Shivers moved to **approve the minutes of the Special Closed Board Meeting of August 1, 2013**. Trustee Shiffler seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

V. TREASURER'S REPORT

Treasurer Andersson stated that he would begin an intensive review of the budget and levy process soon. In response to a question from secretary Shivers, Library Director Teske reported that the Library Director and Department Heads have access to the Library-issued credit card. Secretary Shivers also questioned the recent food expenses, and the Library Director and President Steel confirmed the expenses were associated with the Ice Cream Social. Trustee Shiffler moved to **approve the Treasurer's Report and to**

enter the Trial Balance ending July 31, 2013 into the Public Record. Trustee Adams seconded the motion.

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

MOTION CARRIED

VI. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY

Trustee Adams asked whether the staff purchased the suggestions made by the public. Ms. Walsh responded that the staff certainly reviews each suggestion and will make the purchase if appropriate. Ms. Walsh stated that some suggestions are not purchased because, for example, the title is the seventh in the series and our Library does not have the other titles, but they are all available from another library. Based on personal experience, Secretary Shivers and Vice President Ketterman confirmed the responsiveness of the staff to suggestions. Ms. Walsh noted that some patrons do not think the Library has the Downton Abbey series based on the patrons' misspelling of the title.

VII. COMMITTEE & LIAISON REPORTS

A. Finance – The Board discussed the process and available options when a CD matures. Treasurer Andersson questioned the legal limitations on the Board and requested the Library Director consult with the Board's attorney and report to the full Board. The Library Director stated that the administrative policy on this matter should also be reviewed.

B. Personnel – Vice President Ketterman will circulate possible dates for a meeting of the Personnel Committee to continue the review of the compensation policy.

C. Foundation – Trustee Adams reported on the July 2013 Foundation meeting because of the reduced agenda at the Library Board's July meeting. The Foundation is looking for new members. Member Kevin Apgar has resigned. The Foundation is down to three members. The Foundation had approximately \$96,000 in assets. The Foundation is heavily invested in global funds, so the asset growth does not track the stock market performance. The Foundation is looking at diversification. Trustee Adams reported that the speaker series is successful. The Foundation has decided to not raise funds during the speaker series, but use the presentations to raise awareness of the Foundation. The Library Director reported that the next speaker series is September 25. President Steel reported on the August meeting. The Foundation's assets were \$97,940 and they continue to work on diversifying the assets. The Foundation was able to use the IRS e-post card for its annual filing. President Steel reiterated the success of the speaker series. The GOP donated \$100 in the memory of Susan Tegeler. The Foundation is interested in sponsoring an intern for the Library's survey. The Foundation continues its outreach and attempts to gain new members, including visiting with the Lifelong Learners group. Vice President Ketterman questioned whether the Foundation would attract more members if the group moved to quarterly meetings. The next meeting will be September 5, with Vice President Ketterman scheduled to represent the Board.

D. Intergovernmental Liaison – President Steel attended the August 14 meeting at the School District office. The School District is investigating an all-day kindergarten

program. The School District hired 36 new teachers in the wake of numerous retirements. The Park District reported on the hawks at Peck Farm from a grant and the teaching dock being constructed at Peck Lake. The Park District representatives also discussed the upcoming Folk Fest, Playhouse 38, and their partnership with the Cultural Arts Commission. Also, several parks are under restoration. The City reported on an all-day strategic planning meeting and the new website, which will go live on September 1, 2013. Also, new software will allow on-line utility payment. The City also reported on a joint venture with Kane County, St. Charles, Batavia and North Aurora to look into housing issues. The City discussed the recent sale of Geneva Commons and the possibility of an expanded sales tax on the downtown business district to provide for enhanced fire protection. Trustee Shiffler questioned the impact of all-day kindergarten on Library programs. Ms. Miller-Pease responded that the Library is monitoring the situation and will plan accordingly. Trustee Adams asked about the fire protection of the Library. The Library Director responded that the building has a sprinkler system, which was installed throughout the building when the most recent addition was constructed.

E. LINC – The Library Director reviewed the proposed LINC governance changes. Trustee Shiffler asked whether the Director had any concerns, because it appears the Library members will still have to approve the finances of LINC. Trustee Lord was curious as to whether the LINC Executive Committee approved of the changes. The Library Director said that the Executive Committee recommended the changes be approved. Trustee Lord stated that she will miss the open forum, when each LINC Library reported on activities occurring at their facility. The Library Director noted that the open forum was begun by Ms. Walsh when she served as the LINC President. Trustee Lord asked that the open forum continue under the new format and that the minutes be provided to the trustees. President Steel noted that she often bragged about the Friends’ book sale and its success. Trustee Adams questioned whether the Library would continue to approve the growth, vendor and operating funds. The Library Director confirmed that such approval would continue.

VIII. PRESIDENT’S REPORT

None.

IX. LIBRARIAN’S REPORT

A. Statistics – The Library Director reported that the Assistant Director has compiled the end of the year statistics, which were included in the trustee packet. Interestingly, circulation was down a little; visitors to the Library were up a little; reference questions were up. Ms. Walsh noted that the staff has changed its record keeping procedures for answering reference questions to better reflect the work being performed by the staff, including logging responses to reference questions when not stationed at the reference desk. Ms. Miller-Pease commented that the Youth Services Department is extremely busy. She always wonders when someone questions the future viability of libraries. Ms. Miller-Pease noted that the staff has fostered an environment that provides proactive service. Staff engages with Youth Services patrons and does not merely wait to respond to patron questions. Vice President Ketterman noted his praise for the Youth Services staff, who routinely provide exceptional service to patrons. Trustee Lord also noted her praise for the Adult Services staff. Secretary Shivers echoed the compliments. Trustee Lord questioned the statistics about program attendance. President Steel noted that historically the Library is busier in the summer. Trustee Lord questioned how the Library’s summer hours compare with other libraries. Ms. Miller-Pease noted that not many libraries still change their hours in the summer. Vice President Ketterman

commented that the expansion of the summer Sunday hours occurred as part of that trend in the past six years while he was on the Board.

X. UNFINISHED BUSINESS

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

XI. NEW BUSINESS

A. Approve Budget & Appropriation Ordinance #2013-2 with Certificate of Estimated Revenues – Trustee Adams questioned the line item marked, “Land Acquisition / Bank Loan.” The Library Director and Vice-President Ketterman both commented that the line item was so named at the advice of Joe Julius, the Library’s auditor. Trustee Shiffler commented that the line item is simply a catch-all. Treasurer Andersson moved to **approve the Budget & Appropriation Ordinance #2013-2 with Certificate of Estimated Revenues.** Trustee Shivers seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

B. Approve Release of Designated Closed Minutes. Secretary Shivers moved to **approve the release of the designated portions of the January 24, 2013 and March 28, 2013 Closed Session Minutes.** Trustee Lord seconded the motion.

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

MOTION CARRIED

C. Review of the marketing standards per the capita grant. As part of the trustee packet, the Library Director had distributed an overview of the marketing endeavors undertaken by the Library. The Board’s review of these marketing actions is a new requirement as part of the per capita grant. Trustee Lord questioned whether the Library has a marketing plan. Both President Steel and the Library Director noted that the Library hired Kimberly Gotches in mid-July to work on the marketing of the Library. The Library Director stated that she is getting to know the Library and its current marketing efforts and will be making recommendations and implementing new plans. The Board agreed to revisit a potential marketing plan in December, after Ms. Gotches has had more time on the job.

D. Approve Annual Report for Submission to the State Library. Vice President Ketterman moved to **Approve Annual Report for Submission to the State Library.** Secretary Shivers seconded the motion. Trustee Lord questioned why two numbers were

present on some lines. The Library Director and the Assistant Director confirmed that the number on the left is the new number and the number on the right is the number from last year.

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

MOTION CARRIED

E. Discussion of Open Meeting Act with regard to Board emails. President Steel noted that the existing preference and procedure for distributing emails among Board members was for an individual trustee to email the Library Director, who in turn would send out the email to all Board members. Trustee Lord commented that the OMA prohibited contemporaneous communications via email among trustees. However, Trustee Lord preferred the ability to send out articles and other such public information directly to other trustees, with a copy going to the Library Director. Treasurer Andersson noted that the law allows a one-free-shot rule and that he is fine with the approach suggested by Trustee Lord. Trustee Shiffler questioned what happens when there are separate emails with the same topic being sent. Treasurer Andersson responded with a discussion of the interaction between technology and communication. He noted that importance of the non-contemporaneous nature of the emails. It is a question of time. Trustee Lord noted that she too, like Treasurer Andersson, deals with OMA issues in her professional life. The main OMA issue is one of contemporaneousness. Trustees need to exercise good judgment. Treasurer Andersson reiterated that dialogue among trustees needs to occur at the meetings, not in emails. Vice President Ketterman noted the strict procedures followed now were a result of Batavia’s non-compliance with OMA during the annexation events in 2006. Vice President Ketterman also stated that he preferred issues of Library business, as opposed to simply sending an informative article, be sent through the Library Director for purposes of FOIA and OMA. President Steel agreed that Library issues should still be coordinated through the Library Director. The consensus of the Board was that individual trustees could share public information and documents directly to the full Board in an email, with a copy to the Library Director. The Library Director should be used to disseminate Library business. All emails, from trustees and from the Library Director, should continue to bear the “Do Not Reply to All” designation. Trustee Adams asked whether LINC would continue to comply with OMA under its new governance structure. President Steel responded that it would, with confirmation from Trustee Lord.

F. Approve payment to Aires Consulting (\$7,180.00). Trustee Shiffler moved to **approve payment to Aires Consulting in the amount of \$7,180.00.** Treasurer Andersson seconded the motion. Secretary Shivers questioned what amounts were already paid. The Library Director stated that Library had made the down payment. Secretary Shivers wanted to make sure that Aires was not asking for additional amounts. Trustee Lord wanted to confirm that this invoice does not cover all the work performed by Aires. Trustee Shiffler questioned whether the radon monitoring amount was correct, based on an April 2013 quote from Aires for \$2,200, but the current invoice reflects a charge of \$3,500. The Library Director stated that he believed a revised quote was submitted. Trustee Shiffler moved to **amend the motion to approve payment to Aires Consulting in the amount of \$7,180.00 subject to verification that the invoiced**

amount was consistent with the contract. Treasurer Andersson seconded the amendment.

ROLL CALL VOTE

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

NAYS: **Shivers**

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

MOTION CARRIED

On the amended motion, the following occurred:

ROLL CALL VOTE

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

NAYS: **Shivers**

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

MOTION CARRIED

G. Approve Invoice from Ottosen Britz (\$2,935.92) Vice President Ketterman moved to **approve payment to Ottosen Britz in the amount of \$2,935.92.** Trustee Lord seconded the motion.

ROLL CALL VOTE

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

NAYS: **Shivers**

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

MOTION CARRIED

H. Approve Invoice from Pergrime Stime (\$3,618.00) Trustee Shiffler asked that this invoice be reviewed in closed session

XII. OTHER NEW BUSINESS

Trustee Lord asked for a report on the hourly data being collected on Library visitors. The Assistant Director stated that she could provide a report based on the six months of data collected at this point.

Secretary Shivers left the meeting at 8:14 p.m.

Trustee Shiffler asked for an updated report at a future meeting on the ebook status. Ms. Walsh responded that she will prepare an update on the digital resources, including ebooks. Trustee Adams requested a copy of the prior report given by Ms. Walsh to the Board before he was a trustee.

XIII. PUBLIC AND TRUSTEE COMMENTS

Vice President Ketterman noted with sadness the passing of Susan Tegeler, who was a passionate supporter of the Library and served the Library community in many roles. President Steel commented on Ms. Tegeler’s passionate commitment to the Library and noted that the Library was dedicating a book in Ms. Tegeler’s honor. Moreover, Ms. Tegeler’s husband and daughter would be the first patrons to check out the dedicated book. Ms. Miller-Pease also noted Ms. Tegeler’s passion and dedication to the Library. Trustee Lord noted the passing of a former librarian, Nelly Graham. The Assistant Director commented on the idea of using an intern for the survey. She cautioned the Board that a professional should be considered. If not done correctly, the survey could provide bad data on which the Board would rely. The Assistant Director noted that a survey requires asking the right people, the right number of people, and the right questions, using the right methodology. President Steel noted that perhaps the Foundation would sponsor one of the professionals who provided quotes to the Library for a survey. Vice President Ketterman will address the topic with the Foundation at their September meeting.

XIV. FUTURE AGENDA ITEMS

None.

President Steel appointed Trustee Shiffler as Secretary Pro Tem.

At 8:26 p.m., Trustee Shiffler 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 performance of the occupant of a public office.** Treasurer Andersson seconded the motion.

ROLL CALL VOTE

AYES: Shiffler
Lord
Steel
Adams

Andersson
Ketterman

NAYS: NONE

ABSENT: Shivers

ABSTAIN: NONE

MOTION CARRIED

At 8:53 p.m., Treasurer Andersson moved to **reconvene to Regular Meeting**. Trustee Shiffler seconded the motion.

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

MOTION CARRIED

Approve Invoice from Pergrime Stime (\$3,618.00) Trustee Adams moved to **Approve Invoice from Pergrime Stime (\$3,618.00)**. Vice-President Ketterman seconded the motion.

ROLL CALL VOTE:

AYES: Andersson Ketterman
Shiffler Steel
Adams Lord

NAYS: NONE

ABSENT: Shivers ABSTAIN: NONE

MOTION CARRIED

XV. ADJOURNMENT

Trustee Adams 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 8:54 p.m.

Respectfully submitted,

Robert Shiffler, Secretary Pro Tem

Trustee