

**GENEVA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 26, 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, Kristi Miller-Pease. Also present were Margaret Johnston, Sue Blakemore, Brenda Schory, Susan Sarkauskas and Denise Divine.

**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.

**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 Budget Hearing for August 22, 2013, the Regular Board Meeting of August 22, 2013, the Closed Board Meeting of August 22, 2013, the Special Board Meeting of September 12, 2013, and the Closed Special Board Meeting of September 12, 2013 .** Trustee Lord seconded the motion. Library Director Teske informed the Board that he changed the signature line on the Closed Board Meeting of August 22, 2013 minutes to reflect that Trustee Shiffler was appointed Secretary Pro Tem. At the request of Trustee Lord and Trustee Adams, the Board **deferred consideration of the Closed Special Board Meeting of September 12, 2013 minutes** until the October 2013 meeting. The motion proceed with the remaining minutes.

**AYES: ALL NAYS: NONE**

**ABSENT: NONE ABSTAIN: NONE**

**MOTION CARRIED**

**V. TREASURER'S REPORT**

The Treasurer's Report was included in the Board packet.

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

Patron Comments were included in the Board packet. There were no comments from the audience.

**VII. COMMITTEE & LIAISON REPORTS**

A. Finance –Treasurer Andersson commented that the trustees had a good discussion on the tax levy at the September 25, 2013 Finance Committee meeting. Library Director Teske noted that a \$100,000 certificate of deposit matures in October 2013. Treasurer Andersson reported that a review of rates at various financial institutions showed the highest interest rates on a CD were at the Private Bank, which is offering 1% on a 22 month CD and 2% on a 60 month CD. The consensus of the Board was to transfer the maturing CD to the 22 month CD at Private Bank. Treasurer Andersson noted that the Board will review the Investment Policy at a future meeting.

B. Personnel – Vice President Ketterman said that a meeting was not scheduled because of the large number of Special Board meetings in September.

C. Foundation – The Library Director reported that over 30 people attended the Foundation's speaker series on September 25, with the topic of artificial intelligence. The trustees discussed the need to recruit volunteers for service on the Foundation, as an impending resignation will reduce the Foundation to two members. President Steel noted that the Foundation created an Advisory Position, which was designed to encourage individuals to participate with lesser obligations.

D. LINC – Trustee Adams described the proposed LINC governance changes. The Library Director said that three library boards have already considered the changes and voted to approve the bylaws. Trustee Adams noted that the individual library boards will still continue to vote on whether to approve the LINC budget. Trustee Lord noted her concern with the language regarding confidentiality in Article X, §3. The Board's consensus was to alert LINC to this issue. Trustee Lord also questioned whether the Library could pay its LINC bills within 30 days, as required under the proposed By-Laws. Library Director Teske noted that this requirement is not a problem; if the Library Board needs to approve a bill and the meeting schedule places the payment outside the 30 day timeframe, he has informed LINC and there is not an issue. President Steel noted that the Library Board will take formal action under the New Business agenda.

**VIII. PRESIDENT'S REPORT**

None.

**IX. LIBRARIAN'S REPORT**

A. Statistics – Statistics were included in the Board packet.

B. Audit -- The Library Director reported that the annual audit is scheduled to begin on October 14, with the auditor expecting to present his report to the Board at the November 2013 meeting.

**X. UNFINISHED BUSINESS**

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

**XI. NEW BUSINESS**

A. Approve Per Capita Grant for the State Library –Trustee Shiffler moved to **approve the Per Capita Grant for the State Library.** Trustee Adams seconded the motion.

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

**MOTION CARRIED**

B. Approve Tentative Levy Ordinance 2013-5. Action was deferred to the October 2013 meeting.

C. Set TITA Hearing / Approve Notice of Proposed Property Tax Increase. Action was deferred to the October 2013 meeting.

D. Adopt Resolution to Determine Estimate of Funds Needed. Action was deferred to the October 2013 meeting.

E. Vote on LINC Bylaws. Treasurer Andersson moved to **approve the LINC Bylaw Change.** Secretary Shivers seconded the motion.

**ROLL CALL VOTE**

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

**NAYS: NONE**

**ABSENT: NONE ABSTAIN: NONE**

**MOTION CARRIED**

F. Approve Invoice from Ottosen Britz (\$6,141.82) Vice President Ketterman moved to **approve payment to Ottosen Britz in the amount of \$6,141.82.** Treasurer Andersson seconded the motion.

**ROLL CALL VOTE**

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

**NAYS: Shivers**

**ABSENT: NONE ABSTAIN: NONE**

**MOTION CARRIED**

G. Approve Termination of the Cetron Contract Secretary Shivers moved to **ratify the termination of the Cetron Contract**. Trustee Shiffler seconded the motion.

**ROLL CALL VOTE**

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

**MOTION CARRIED**

**XII. OTHER NEW BUSINESS**

None

**XIII. PUBLIC AND TRUSTEE COMMENTS**

Trustee Shiffler reminded the staff to present a review of the electronic resources at a Board meeting in the near future. Adult Services Department Head Debbie Walsh summarized recent developments such as a potential state grant. Staff is waiting on additional information on this grant and will then make a presentation to the Board. Library Director Teske noted that he recently participated in a webinar on the topic with Department Heads. Trustee Shiffler commented on a recent newspaper article about a publisher working with New York libraries.

**XIV. FUTURE AGENDA ITEMS**

Vice President Ketterman noted that the Board will have to revisit the part time employee policy. However, the policy should not be considered until after the timeframes of the Affordable Care Act are clarified and confirmed.

At 7:29 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 and pending litigation**. Trustee Lord seconded the motion. Secretary Shivers questioned the need for a closed session. President Steel responded that a closed session is needed to discuss real estate issues.

**ROLL CALL VOTE**

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

**MOTION CARRIED**

At 7:46 p.m., Secretary Shivers moved to **reconvene to Regular Meeting**. Trustee Lord seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: NONE ABSTAIN: NONE**

**MOTION CARRIED**

**XV. ADJOURNMENT**

Secretary Shivers moved to **adjourn the meeting of the Board of Trustees**. Trustee Lord 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 7:46 p.m.

Respectfully submitted,

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Susan D. Shivers, Secretary

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Trustee