

**GENEVA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
JANUARY 23, 2014**

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

**ABSENT:** None

**ALSO PRESENT:** Interim Director-Designate Marilyn Boria, Library Assistant Director Peggy Carlson, and Staff Members Kristi Miller-Pease, Debbie Walsh, Kate Cobo, Lynnette Singh, Kimberly Gotches, Gayle Meers and Colleen Dixon. Also Michael Mackey, Lance Marcinkus, Mark Findahl, Susan Sarkauskas and Brenda Schory.

**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 announced that the Board would hear a presentation from Michael Mackey immediately following the approval of the minutes.

**IV. APPROVAL OF MINUTES**

A. Trustee Shiffler moved to **approve the minutes of the Regular Board Meeting of December 19, 2013**. Secretary Shivers seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: NONE ABSTAIN: NONE**

**MOTION CARRIED**

B. Treasurer Andersson moved to **approve the minutes of the First Closed Board Meeting of December 19, 2013**. Trustee Adams seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: NONE ABSTAIN: NONE**

**MOTION CARRIED**

C. Trustee Lord moved to **approve the minutes of the Second Closed Board Meeting of December 19, 2013**. Trustee Shiffler seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: NONE ABSTAIN: NONE**

**MOTION CARRIED**

D. Trustee Shiffler moved to **approve the minutes of the Regular Board Meeting of November 21, 2013**. Secretary Shivers seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: NONE ABSTAIN: NONE**

**MOTION CARRIED**

**V. PRESENTATION BY MICHAEL MACKEY**

President Steel introduced Michael Mackey to discuss trends in library designs and services, and to provide specific insights into the use of the current building and a possible new building on the Sixth Street School site. Mr. Mackey is a library designer, planner and project manager for Dewberry, a company involved in over 220 library projects around the country.

Mr. Mackey began by asking the trustees to envision our Library. The Library offers something for everyone, but we must understand the mission and the culture of the Library.

Mr. Mackey reviewed trends in library designs and services. With technology, librarians are assuming more of a role as a co-researcher, educator and collaborator. This trend is exemplified by the Genius Bar in Apple Stores and by the Redboxes. With the trends in technology, libraries have less built-in features and more plugged-in ones. Libraries have less book space, and more people space.

With trends in mobility, libraries are using moveable furniture, screens and collaborative spaces which allow the library to change the size of the spaces.

With trends in socialization, libraries are using interactive spaces such as cafes, lounges, retail, and teen areas. Mr. Mackey discussed the concept of libraries offering “alone together” spaces and a mixture of seating options.

With trends in collaboration, Mr. Mackey reviewed the evolution from transactional services to supporting face-to-face interactions, informal group spaces, maker spaces, video and sound labs, sewing rooms, and cooking facilities.

With trends in accommodation, libraries are moving from being collection-centered to being reader-centered. Again, the trends support flexibility in spaces and furniture, and using special exhibits to encourage new visitors.

Mr. Mackey next reviewed the importance of a building program. The building program is a predesign analysis of the idealized version of what the library should be. The building program is not site specific. In addition, the building program shifts away from state standards that are becoming outdated. The building program will assist in establishing the desired square footage of a building, along with parking requirements, zoning, storm water management and local politics.

Mr. Mackey stated that the Board would need a building program in order to effectively evaluate the Sixth Street site.

With the current building, Mr. Mackey noted that it was problematic to add on to the building. Again, Mr. Mackey stressed the need for a building program in order to evaluate any specific site, including the existing site.

In response to a question from Vice President Ketterman, Mr. Mackey stated the trend was for bigger buildings with smaller collections.

In response to a question from Trustee Shiffler, Mr. Mackey commented that new buildings tend to transfer space normally used for collections to different uses. The buildings may not necessarily be bigger, but involve more “people space.”

In response to a question from Public Relations and Adult Program Associate Kimberly Gotches, Mr. Mackey discussed using a community survey as part of the building program. Mr. Mackey described putting drawings on the wall and having people vote on features and designs.

In response to a question from Trustee Lord, Mr. Mackey said that it takes a couple of months to do a building program.

In response to a question from Public Relations and Adult Program Associate Kimberly Gotches, Mr. Mackey discussed the need to understand the Library’s mission and then work on a building program.

## **VI. TREASURER’S REPORT**

Treasurer Andersson noted that the Library is one-half through the fiscal year and that expenses are on track. Secretary Shivers asked about the auditor’s fee structure and asked that an estimated cost for the audit and any additional charges be obtained from the auditor before the work is performed. Secretary Shivers also asked if the Library had a contract or simply received a bill at the end of the fiscal year. Trustee Adams asked about the legal fees and what happens if the legal fees are over the budget; Treasurer Andersson explained that the legal fees would be paid from reserves. There is no prohibition on payments beyond the budgeted amount like the more restrictive appropriation. Trustee Shiffler commented that he inquired about taxes as receivables from the auditor and expects a response next week.

Trustee Shiffler moved to **approve the Treasurer’s Report and to enter the Trial Balance ending December 31, 2013 into the Public Record.** Trustee Lord seconded the motion.

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

**MOTION CARRIED**

**VII. PATRONS’ AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY**

Director Teske noted that the mini-series DVD rental period was changed to the same rental period as a movie in response to public inquiry.

**VIII. COMMITTEE & LIAISON REPORTS**

Foundation – President Steel noted that the Foundation will host an investment firm in its February speaker series. President Steel also commented that the Foundation now has approximately \$107,000 in assets. Trustee Shiffler volunteered to attend the February meeting.

**IX. PRESIDENT’S REPORT**

None.

**X. LIBRARIAN’S REPORT**

Library Director Teske reported that the Markland giving tree was successful. In response to a question from Trustee Lord, Library Director Teske confirmed that the gifts were done in a way so that none of the children were left out. Trustee Shiffler asked about the FMLA issue which required Library employees to get a doctor’s certification even when the employee was not requesting FMLA leave. The FMLA policy will be looked at as Interim Director Boria begins to evaluate personnel policies. Trustee Lord asked about the Friday Reads program and a possible welcome video on the website.

**XI. UNFINISHED BUSINESS**

None.

**XII. NEW BUSINESS**

A. Consideration of Modification of Library Hours – Trustee Lord asked that a report be considered at the February meeting.

B. Library Site Selection Process Discussion. Trustee Lord provided an outline from the January 14, 2014 Building and Grounds Committee meeting. Secretary Shivers said that we may need to make a decision about the Right of First Refusal on Sixth Street School site and asked Library Director Teske about a site analysis. Trustee Shiffler commented that the Sixth Street site is marginal at best. Trustee Shiffler raised the possibility of a vacant Western Avenue site. Vice President Ketterman stated that the Library should not feel pressured to make a decision on the Sixth Street site until the County presents the Library with a specific offer from a ready, willing and able buyer.

Vice President Ketterman noted that the County may be interested in selling the property now, but the County has ignored the Library for the past 10 years. President Steel commented that the Library serves a population of 31,000 people. President Steel noted that surveys show a preference for a downtown Library location. Trustee Adams said that parking concerns should not deter the Sixth Street location. Adult Services Department Head Debbie Walsh noted that prior plans called for underground parking at the Sixth Street site. Trustee Lord said that the Board needed to establish a budget. The Board also needed to determine the community enthusiasm, the cost and the availability of potential sites. Director Teske brought up the idea of updating the Strategic Plan. Secretary Shivers reiterated her notion that the Board must first determine whether to “love it or list it” when it comes to existing site. Interim Director-Designate Boria commented that a building program is absolutely key. The building program will answer which sites are unacceptable. The Library also needs to review its mission statement.

C. Approve Obtaining Appraisal of the Sixth Street School Property. The Board deferred discussion on the appraisal until after a closed session discussion of a non-appraisal-related topic.

D. Approve LINC budget. Secretary Shivers moved to **approve the LINC budget.** Trustee Lord seconded the motion.

**ROLL CALL VOTE**

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

**MOTION CARRIED**

E. Foundation Calendar. Trustee Lord volunteered to attend the March meeting.

F. Approve Invoice from Peregrine Stine (\$8,898.62). The Board deferred approval of the invoice until after the closed session.

G. Approve Invoice from Ottosen Britz (\$2,778.28). Trustee Adams moved to **approve the payment of the Invoice from Ottosen Britz in the amount of \$2,778.28.** Trustee Shiffler seconded the motion.

**ROLL CALL VOTE**

<b>AYES:</b>	<b>Lord Steel Andersson</b>	<b>Ketterman Adams Shiffler</b>
<b>NAYS:</b>	<b>Shivers</b>	

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

H. Approve Invoice from Robbins Schwartz (\$990.00). Trustee Shiffler moved to **approve the payment of the Invoice from Robbins Schwartz in the amount of \$990.** Trustee Adams seconded the motion.

**ROLL CALL VOTE**

<b>AYES:</b>	<b>Lord</b>	<b>Ketterman</b>
	<b>Steel</b>	<b>Adams</b>
	<b>Andersson</b>	<b>Shiffler</b>
	<b>Shivers</b>	

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

I. Possible Action on Litigation Matters. The Board consensus was to postpone action. Secretary Shivers disagreed with postponing action.

J. Discussion of the Next Steps for Library Director Search. The Board discussed whether to engage in the services of an outside consultant to assist in finding the next Library Director or to request that the Interim Director assist with Board with the search. Secretary Shivers stated that she wanted an outside consultant. Vice President Ketterman supported using the Interim Director. Trustee Shiffler inquired about publications to advertise the position and stated that he expected there would be a lot of interest in the position. Treasurer Andersson noted his personal experiences with municipal searches and stated his preference for the Interim Director to assist in the search. Trustee Lord asked whether the Interim Director's estimate of an average of five hours per week to assist on the search was enough. The Interim Director-Designate responded that the five hours was an average; some weeks would require more time, some weeks would require less time. Trustee Adams asked about the scope of publications. Secretary Shivers stated her preference to interview search consultants. Vice President Ketterman stated that the existing contract with the Interim Director would allow her to undertake these additional duties without modifying the contract. President Steel suggested that the Interim Director-Designate select two consultants for the Board to interview.

**XIII. OTHER NEW BUSINESS**

None

**XIV. PUBLIC AND TRUSTEE COMMENTS**

Secretary Shivers asked about the appraisal of the Sixth Street site. Trustee Lord stated that the Board was not going to talk about the appraisal in closed session, but would discuss the subject of land acquisition in closed session. Treasurer Andersson reiterated his faith that the Board understood the Open Meetings Act and would comply.

At 9:15 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 Adams seconded the motion.

**ROLL CALL VOTE**

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

**MOTION CARRIED**

At 9:59 p.m., Vice President Ketterman moved to **reconvene to Regular Meeting.** Trustee Lord seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Shivers</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

Treasurer Andersson moved to authorize staff to obtain an appraisal of the Sixth Street School site in an amount not to exceed \$6,500 if the Library is notified that the County is exercising its Right of First Refusal. Trustee Shiffler seconded the motion.

**ROLL CALL VOTE**

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

**MOTION FAILED TO CARRY BECAUSE OF A TIE VOTE**

Treasurer Andersson moved to authorize staff to obtain an appraisal of the Sixth Street School site in an amount not to exceed \$6,500. Trustee Shiffler seconded the motion.

**ROLL CALL VOTE**

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

**NAYS:**        **Shiffler**

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

**MOTION CARRIED**

Approve Invoice from Peregrine Stime (\$8,898.62). Treasurer Andersson moved to **approve the payment of the Invoice from Peregrine Stime in the amount of \$8,898.62.** Trustee Shiffler seconded the motion.

**ROLL CALL VOTE**

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

**NAYS:**        **NONE**

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

**MOTION CARRIED**

**XV. ADJOURNMENT**

Trustee Shiffler moved to **adjourn the meeting of the Board of Trustees.** Trustee Adams 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 10:10 p.m.

Respectfully submitted,

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Susan D. Shivers, Secretary

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Trustee



**GENEVA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES CLOSED MEETING  
JANUARY 23, 2014**

**Portion of Closed Minutes Released to Open Minutes Upon Board Approval  
at November 20, 2014 Board Meeting**

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

**ABSENT:** None

**ALSO PRESENT:** None

**LATE ARRIVALS:** None.

President Steel opened the meeting at 9:20 pm.

**Land Acquisition**

**Batavia Litigation**

President Steel confirmed that the trustees received the emailed status report from the Board's attorney. The consensus of the Board was to request that the attorney attend the next Closed Session meeting to discuss the status and strategy.

**Compensation of the Assistant Director**

Vice President Ketterman moved to adjourn the closed session and return to open session. Trustee Lord seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: NONE ABSTAIN: NONE**

**MOTION CARRIED**

The closed meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 9:59 p.m.