

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

**PRESENT:** President Esther Steel, Secretary Susan Shivers, Trustee Pat Lord, Trustee Mark Adams, Trustee Zachary Craft and Library Director Christine Lazaris.

**ABSENT:** Vice President Travis Ketterman, Treasurer Bob Shiffler

**ALSO PRESENT:** Assistant Director Peggy Carlson, Dana Hintz.

**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 and all were present with the exception of Vice President Ketterman and Treasurer Shiffler.

**II. PLEDGE OF ALLEGIANCE**

**III. CHANGES IN THE AGENDA**

None.

**IV. APPROVAL OF THE MINUTES**

Secretary Shivers **moved to approve the Minutes of the Regular Board Meeting held on September 25, 2014.** Trustee Craft seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Ketterman, Shiffler**

**ABSTAIN: NONE**

**MOTION CARRIED**

**V. TREASURER'S REPORT**

In the absence of Treasurer Shiffler, President Steel presented the Treasurer's Report. She noted that a transfer was made from the MB Money Markey Account to the MB Checking Account in the amount of \$170,000.00 on September 8, 2014 to cover payroll and accounts payable expenses, a credit card payment was made to Chase in the amount of \$1,761.67 on September 16, 2014, a real estate tax distribution was received in the amount of \$1,815,414.95 and transferred from Illinois Funds to the MB Money Markey account on September 18, 2014; a transfer was made from the MB Money Market account to the MB Checking account in the amount of \$130,000 on September 23, 2014 to cover payroll and accounts payable expenses. Total library revenue for September excluding taxes was \$6,595.82. At the end of September, 94.5% of the 2013 tax levy had been received.

Trustee Lord **moved to approve the Treasurer's Report and to enter the Trial Balance ending September 30, 2014 into the Public Record.** Trustee Adams seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Ketterman, Shiffler**

**ABSTAIN: NONE**

## MOTION CARRIED

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

Trustee Lord asked about a patron request for the Library to purchase Playaways. Director Lazaris explained that Playaways are audiobooks loaded on a prerecorded audio player and that the Library is reviewing this request. Trustee Adams asked about a patron comment regarding handicapped parking and accessibility. President Steel noted that a request for review of the handicapped parking spaces outside of the Library had previously been made to the City.

### VII. COMMITTEE & LIAISON REPORTS

#### A. Foundation Liaison

President Steel reviewed a letter she received from Foundation President Tom Cleary that explained a matching gift offer from members of the Foundation. Trustees discussed fundraising efforts by the Foundation. Director Lazaris reported that she and Trustee Craft attended the Foundation meeting on October 2. The next meeting is scheduled for November 6; Trustee Adams agreed to attend. The next installment of the speaker series is scheduled for November 19 and the topic is cemetery art and symbolism.

#### B. LINC Liaison

Director Lazaris reported that she attended the LINC Board of Directors meeting on October 10. At that meeting, Brian LeFever from Sikich presented his annual audit of LINC and shared information about upcoming changes to reporting standards that will also impact GPLD in the future. Franklin Park Public Library shared news that they will be pulling out of the LINC consortium as of July 1, 2016 due to geographic considerations. The financial impact of this change is not yet known. Director Lazaris also stated that she has received a rough draft of LINC's strategic plan and this will be reviewed at the next LINC Board of Directors meeting.

### VIII. PRESIDENT'S REPORT

None.

### IX. LIBRARIAN'S REPORT

#### A. Librarian's Report

Director Lazaris reported that roof work is progressing on schedule and within budget. The first weekly progress meeting is scheduled for October 24 and Director Lazaris will update the Board on progress after the meeting. Director Lazaris stated that auditors from Sikich have been at the Library all week for the annual audit. Director Lazaris also noted that interviewing is underway for a replacement for Assistant Director Peggy Carlson whose last day is November 14. This will be Assistant Director Carlson's last Board meeting. The Board and Director Lazaris thanked her for her years of hard work and can-do attitude. Director Lazaris also noted increased usage of print materials for the month of September.

#### B. Wi-Fi Report

Trustee Lord asked about the strength of the Library's wi-fi network at last month's meeting. In response to that request, Director Lazaris shared a memo from Lynnette Singh,

Head of Information Technology, regarding current upgrade plans for the Library's wi-fi network.

**X. UNFINISHED BUSINESS**

None

**XI. NEW BUSINESS**

**A. Approve Tentative Levy Ordinance (Ordinance No. 2015-5)**

Trustee Lord **moved to approve the Tentative Levy Ordinance.** Trustee Adams seconded.

*TENTATIVE*

**ORDINANCE #2015-5**

**AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015, FOR THE GENEVA PUBLIC LIBRARY DISTRICT, KANE COUNTY, ILLINOIS.**

**BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE GENEVA PUBLIC LIBRARY DISTRICT OF KANE COUNTY, ILLINOIS:**

Section 1: That a tax for the following sums of money, or as much thereof as may be authorized by law, to defray all expenses and liabilities of the Geneva Public Library District be and the same is hereby levied for the purposes specified against all taxable property in The Geneva Public Library District for the fiscal year commencing on the 1<sup>st</sup> day of July, 2014 and ending on the 30<sup>th</sup> day of June, 2015.

	<u>APPROPRIATED</u>	<u>LEVIED</u>
I. GENERAL		
<u>A. Salaries</u>		
Full Time – I.M.R.F.	2,000,000.00	
Part Time – I.M.R.F.	600,000.00	
Part Time	600,000.00	
<u>B. Library Materials</u>		
Books	500,000.00	
Audiovisual	250,000.00	
Periodicals & Pamphlets	40,000.00	
Electronic	400,000.00	
<u>C. Operating Expenses</u>		
Employee Health Insurance	500,000.00	
Utilities (Gas, Water, Electric, Telephone)	125,000.00	
Furniture & Equipment	200,000.00	
Computers	250,000.00	
Administrative Software	30,000.00	
Supplies	75,000.00	
Personnel Development	120,000.00	
Postage	25,000.00	
Repairs	50,000.00	
Publicity & Printing	75,000.00	
Programs	90,000.00	
Legal Fees	150,000.00	
Contingency	20,000.00	
Building & Roof Repairs	750,000.00	
Bank charges	10,000.00	
<u>D. Contractual Services</u>		
Photocopier	30,000.00	
Service Contracts	150,000.00	

Computer Services	50,000.00
Cataloging, Acquisition, Binding	60,000.00
<u>E. Space Needs / Reconfiguration</u>	250,000.00

**TOTAL GENERAL APPROPRIATIONS FROM  
 NON-LEVY SOURCES 3,336,000.00**

**TOTAL APPROPRIATIONS  
 FROM GENERAL FUND LEVY 4,164,000.00**

2.	I.M.R.F.	300,000.00	
	Levied for the foregoing expenses of I.M.R.F. from a SPECIAL TAX in addition to all other taxes levied		<b>270,000.00</b>
	Appropriated from sources other than tax levy	<b>30,000.00</b>	
3.	SOCIAL SECURITY, FICA	220,000.00	
	Levied for the foregoing expenses of Social Security and FICA from a SPECIAL TAX in addition to all other taxes levied by the District		<b>180,000.00</b>
	Appropriated from sources other than tax levy	<b>40,000.00</b>	
4.	LIABILITY & UNEMPLOYMENT INSURANCE	50,000.00	
	Levied for the foregoing expenses of Liability & Unemployment Insurance from a SPECIAL TAX in addition to all other taxes levied by the District		<b>45,000.00</b>
	Appropriated from sources other than tax levy	<b>5,000.00</b>	
5.	AUDIT	15,000.00	
	Levied for the foregoing expenses of Audit from a SPECIAL TAX in addition to all other taxes levied by the District		<b>12,000.00</b>
	Appropriated from sources other than tax levy	<b>3,000.00</b>	
6.	.02% BUILDING & MAINTENANCE	70,000.00	
	Levied for the foregoing expenses of .02% Building & Maintenance from a		

SPECIAL TAX in addition to all other taxes levied by the District		<b>54,000.00</b>
Appropriated from sources other than Tax levy	<b>16,000.00</b>	
7. WORKING CASH	200,000.00	
Appropriated from sources other than tax levy (no levy made)	<b>200,000.00</b>	
8. CAPITAL IMPROVEMENT FUND	200,000.00	
Appropriated from sources other than tax levy (no levy made)	<b>200,000.00</b>	
9. LAND ACQUISITION/BANK LOAN	3,000,000.00	
Appropriated from sources other than tax levy (no levy made)	<b>3,000,000.00</b>	
<b>TOTAL SPECIAL APPROPRIATIONS FROM NON-LEVY SOURCES</b>	<b>3,494,000.00</b>	
<b>TOTAL APPROPRIATIONS FROM SPECIAL FUND LEVIES</b>		<b>561,000.00</b>

**SUMMARY:**

Total Appropriations		11,555,000.00
Appropriated from sources other than taxation	6,830,000.00	
Levied as the Public Library Tax	4,164,000.00	
Levied from Special Taxes		561,000.00
<b>TOTAL LEVY:</b>		<b>\$4,725,000.00</b>

Section 2: This ordinance shall be in full force and effect from and after its passage and approval as required by law.

ADOPTED this 23<sup>rd</sup> day of October, 2014 pursuant to roll call vote as follows:

AYES	_____
NAYS	_____
ABSENT	_____

ABSTAIN \_\_\_\_\_

Approved by me this 23<sup>rd</sup> day of October, 2014.

\_\_\_\_\_  
Esther Steel  
President, Board of Trustees

ATTEST:

\_\_\_\_\_  
Susan D. Shivers,  
Secretary, Board of Trustees

**ROLL CALL VOTE:**

**AYES: Steel, Lord, Adams, Craft**

**NAYS: Shivers**

**ABSENT: Ketterman, Shiffler**

**ABSTAIN: NONE**

**MOTION CARRIED**

**B. Adopt Resolution to Determine Estimate of Funds**

Trustee Lord **moved to adopt the Resolution of Determine Estimate of Funds.** Trustee Craft seconded.

**RESOLUTION NO. 2015-3  
RESOLUTION TO DETERMINE ESTIMATE OF  
FUNDS NEEDED FOR 2014-2015 FISCAL YEAR**

WHEREAS, the Geneva Public Library District must file on or before December 30, 2014, its Levy Ordinance for the 2014-2015 fiscal year; and

WHEREAS, pursuant to "Truth in Taxation Law" (35 ILCS 200/18-55 *et seq.*), the Geneva Public Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be necessary to be raised by taxation for the 2014-2015 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Geneva Public Library District that the amount of money estimated to be necessary to be raised by taxation for the 2014-2015 fiscal year upon the taxable property in said Library District is \$4,725,000.

FURTHER RESOLVED that no public hearing pursuant to the "Truth in Taxation Law" is necessary as the proposed levy does not exceed 105% of the previous year's tax extension.

ADOPTED this 23<sup>rd</sup> day of October, 2014, pursuant to a vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAINED:

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Esther Steel  
President

ATTEST:

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Susan D. Shivers  
Secretary

**ROLL CALL VOTE:**

**AYES: Steel, Lord, Adams, Craft**

**NAYS: Shivers**

**ABSENT: Ketterman, Shiffler**

**ABSTAIN: NONE**

**MOTION CARRIED**

**C. Approve RFQ for Needs Assessment**

Trustee Lord **moved to approve the RFQ for Needs Assessment.** Trustee Craft seconded the motion.

Director Lazaris reviewed the scope of work requested in the RFQ and noted the goal of obtaining an objective data driven analysis of current library needs for the Geneva Public Library District community members and projected for the next 20 years.

Trustees discussed desired outcomes from the RFQ.

Secretary Shivers left the meeting at 7:39 p.m. and returned at 7:41 p.m.

**ROLL CALL VOTE:**

**AYES: Steel, Shivers, Lord, Adams, Craft**

**NAYS: NONE**

**ABSENT: Ketterman, Shiffler**

**ABSTAIN: NONE**

**MOTION CARRIED**

**D. Set Date for Walk-through of the Library**

President Steel scheduled a walk-through of the Library with Board members for November 20, 2014 at 6:00 p.m.

- E. Approve payment of Invoice to CDW-G for 6 laptop computers  
Trustee Craft moved to **approve payment of invoice to CDW-G for 6 laptop computers**.  
Trustee Adams seconded the motion.

Discussion followed regarding placement of new laptops and disposal of old laptops.

**ROLL CALL VOTE:**

**AYES: Steel, Lord, Shivers, Adams, Craft**

**NAYS: NONE**

**ABSENT: Ketterman, Shiffler**

**ABSTAIN: NONE**

**MOTION CARRIED**

- F. Approve payment of Invoice to Peregrine Stime  
Trustee Craft moved to **approve payment of invoice to Peregrine Stime**. Trustee Adams seconded.

**ROLL CALL VOTE:**

**AYES: Steel, Lord, Adams, Craft**

**NAYS: Shivers**

**ABSENT: Ketterman, Shiffler**

**ABSTAIN: NONE**

**MOTION CARRIED**

**XII. OTHER NEW BUSINESS**

None

**XIII. PUBLIC AND TRUSTEE COMMENTS**

Community member Dana Hintz addressed the Board and asked questions about services for seniors, volunteer opportunities, and the Library's current strategic plan. President Steel thanked Hintz for her interest in the Library; and Director Lazaris made plans to follow up with Hintz after the meeting.

Secretary Shivers left the meeting at 7:50 p.m. President Steel appointed Trustee Adams Secretary Pro Tem.



**XIV. FUTURE AGENDA ITEMS**  
None.

At 7:50 p.m., Trustee Craft moved to **adjourn to Closed Session for the discussion of purchase or lease of property for the use of the public body 5 ILCS 120/2 (c) (5)**. Trustee Lord seconded the motion.

**ROLL CALL VOTE**

**AYES: Steel, Lord, Adams, Craft**

**NAYS: NONE**

**ABSENT: Ketterman, Shiffler, Shivers ABSTAIN: NONE**

**MOTION CARRIED**

At 8:30 p.m. Trustee Lord **moved to reconvene to Regular Meeting**. Trustee Craft seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Ketterman, Shiffler, Shivers**

**ABSTAIN: NONE**

**MOTION CARRIED**

**XV. ADJOURNMENT**

Trustee Craft **moved to adjourn the meeting of the Board of Trustees**. Trustee Lord seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Ketterman, Shiffler, Shivers**

**ABSTAIN: NONE**

**MOTION CARRIED**

The Regular Meeting of the Board of Trustees of the Geneva Public Library District was adjourned 8:36 p.m.

Respectfully submitted,

  
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**Mark Adams, Secretary Pro Tem**

  
\_\_\_\_\_  
**Esther Steel, President**