

**MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
November 20, 2014**

PRESENT: President Esther Steel, Vice President Travis Ketterman, Treasurer Bob Shiffler, Trustee Pat Lord, Trustee Mark Adams, and Library Director Christine Lazaris.
ABSENT: Secretary Susan D. Shivers, Trustee Zachary Craft
ALSO PRESENT: Assistant Director William Karnoscak, Dana Hintz.

I. CALL TO ORDER

President Steel opened the Regular Meeting of the Board of Trustees of the Geneva Public Library District at 6:05 p.m. Roll call was taken and all were present with the exception of Secretary Shivers, Trustee Lord and Trustee Craft. President Steel appointed Trustee Adams Secretary Pro Tem.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN THE AGENDA

President Steele changed the agenda by moving item XI-A. Library Walk-Through to before IV. Approval of Minutes and XI-J. Approve Contract for Land Purchase to before V. Treasurer's Report.

Trustee Lord arrived at 6:07 p.m.

XI. NEW BUSINESS

A. Walk-through of the Library

Trustees participated in an annual walk-through of the Library. Director Lazaris and Assistant Director Karnoscak led Trustees on a tour of the building. Recent cleaning, weeding, and small change efforts were highlighted as well as space challenges.

IV. APPROVAL OF THE MINUTES

Vice President Ketterman **moved to approve the Minutes of the Regular Board Meeting on October 23, 2014 and Closed Session Board Meeting held on October 23, 2014.** Trustee Lord seconded the motion.

AYES: Steel, Lord, Adams NAYS: NONE
ABSENT: Shivers, Craft ABSTAIN: Ketterman, Shiffler
MOTION CARRIED

At 7:14 p.m. Vice-President Ketterman **moved to adjourn to Closed Session for the discussion of purchase or lease of property for use of the public body 5 ILCS 120/2 (c) (5).** Trustee Lord seconded the motion.

ROLL CALL VOTE:

AYES: Steel, Ketterman, Shiffler, Lord, Adams

NAYS: NONE

ABSENT: Shivers, Craft

ABSTAIN: NONE

MOTION CARRIED

At 7:28 p.m. Treasurer Shiffler **moved to reconvene to Regular Meeting**. Trustee Adams seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Shivers, Craft

ABSTAIN: NONE

MOTION CARRIED

XI. NEW BUSINESS

J. Approve Contract for Land Purchase

Trustee Lord **moved to approve the contract for land purchase of the 6th Street School property**. Treasurer Shiffler seconded the motion.

Trustee Adams requested clarification about scheduling meetings for the public. Vice President Ketterman explained the recent motion was simply authorizing the offer.

ROLL CALL VOTE:

AYES: Steel, Ketterman, Shiffler, Lord, Adams

NAYS: NONE

ABSENT: Shivers, Craft

ABSTAIN: NONE

MOTION CARRIED

V. TREASURER'S REPORT

Treasurer Shiffler reported that he, President Steel and Director Lazaris met with Brian LeFevre of Sikich to discuss fund balances. Mr. LeFevre will present his recommendations for recognizing property taxes at next month's meeting.

Treasurer Shiffler reported on financial activity for the month of October, including a transfer of \$170,000 from the MB money market account to the MB checking account for payroll and accounts payable on October 3, 2014; the maturation of a CD in the amount of \$100,000 and transfer of funds into the Geneva Bank & Trust money market account on October 4, 2014, the collection of Illinois Personal Property Replacement Tax in the amount of \$5,806.77 on October 10, 2014, the collection of real estate tax in the amount of \$183,780.41 on October 15, 2014, a transfer of \$130,000 from the MB money market account to the MB checking account for payroll and accounts payable on October 21, 2014, and a Chase credit card payment of \$4,388.50 on October 23, 2014.

Total Library Revenue for October excluding taxes was \$6,354.92. As of October 31, 2014, 98.46% of the tax levy had been received.

Vice President Ketterman moved to approve the Treasurer's Report and to enter the Trial Balance ending October 31, 2014 into the Public Record. Trustee Lord seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Shivers, Craft

ABSTAIN: NONE

MOTION CARRIED

VI. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY

Trustee Lord reviewed the patron suggestion for reporting issues with scratched DVDs and other AV formats.

Vice President Ketterman stated that he wanted to publicly support approving payment to Mac Brady Associates and Pine Roofing for work completed.

VII. COMMITTEE & LIAISON REPORTS

A. Personnel

1. **Assistant Director Salary Approval:** Treasurer Shiffler reviewed the policy for approving a salary higher than the first quartile of the compensation schedule. He stated that he reviewed the qualifications and experience of Assistant Director Karnoscak and approved the salary recommendation made by Director Lazaris.

2. **Library Director Performance Evaluation:** Treasurer Shiffler shared a performance evaluation tool to be used for the annual review of the Library Director.

B. Foundation Liaison

Trustee Adams reported on his attendance at the Foundation Meeting held on November 6. The next Foundation meeting will be held on December 11. Trustee Lord agreed to attend as the Trustee liaison.

VIII. PRESIDENT'S REPORT

None.

IX. LIBRARIAN'S REPORT

Director Lazaris reported that the roof project was completed on schedule and under budget. A final walk-through took place on November 17, 2014 and a small punch list was created. She also shared information about upcoming technology programs at the Library and new streaming video, audiobook, and music content available through the Hoopla platform.

X. UNFINISHED BUSINESS

None

XI. NEW BUSINESS

A. Walk-Through of the Library

Walk-through of the Library took place earlier in the agenda.

B. Resignation of Travis Ketterman as Library Board Vice-President

Vice President Ketterman announced his resignation as Vice-President and **moved to appoint Treasurer Shiffler as Vice-President**. Trustee Lord seconded the motion.

ROLL CALL VOTE:

AYES: Steel, Ketterman, Shiffler, Lord, Adams

NAYS: NONE

ABSENT: Shivers, Craft

ABSTAIN: NONE

MOTION CARRIED

C. Appointment of new Library Board Vice-President and other Officers as needed

Trustee Lord **moved to appoint Trustee Adams as Treasurer**. Vice President (formerly Treasurer) Shiffler seconded the motion.

ROLL CALL VOTE:

AYES: Steel, Ketterman, Shiffler, Lord, Adams

NAYS: NONE

ABSENT: Shivers, Craft

ABSTAIN: NONE

MOTION CARRIED

Former Vice President Ketterman left the meeting at 7:59 p.m.

D. Approve Levy Ordinance No. 2015-5

Vice President (formerly Treasurer) Shiffler **moved to approve Levy Ordinance No. 2015-5**. Trustee Lord seconded the motion.

ORDINANCE #2015-4

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 LIBRARY 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 1st day of July, 2014 and ending on the 30th day of June, 2015.

	<u>APPROPRIATED</u>	<u>LEVIED</u>
I. CORPORATE FUND		
<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	150,000.00	
Cataloging, Acquisition, Binding	60,000.00	
 <u>E. Space Needs / Reconfiguration</u>	250,000.00	
 <u>F. Capital Improvements</u>	200,000.00	

	<u>G. Land Acquisition</u>	3,000,000.00	
	Total Appropriations		
	Corporate Fund	10,700,000	
	Appropriated From Sources	6,536,000	
	Other Than Tax Levy		
	Corporate Fund Levy		4,164,000.00
2.	I.M.R.F.	300,000.00	
	Appropriated from sources other than tax levy	30,000.00	
	Levied for the foregoing expenses of I.M.R.F. from a SPECIAL TAX in addition to all other taxes levied		270,000.00
3.	SOCIAL SECURITY, FICA	220,000.00	
	Appropriated from sources other than tax levy	45,000.00	
	Levied for the foregoing expenses of Social Security and FICA from a SPECIAL TAX in addition to all other taxes levied by the District		175,000.00
4.	LIABILITY & UNEMPLOYMENT INSURANCE	50,000.00	
	Appropriated from sources other than tax levy	5,000.00	
	Levied for the foregoing expenses of Liability & Unemployment Insurance from a SPECIAL TAX in addition to all other taxes levied by the District		45,000.00
5.	AUDIT	15,000.00	
	Appropriated from sources other than tax levy	4,000.00	

Levied for the foregoing expenses of Audit from a SPECIAL TAX in addition to all other taxes levied by the District		11,000.00
6. 02% BUILDING & MAINTENANCE	70,000.00	
Appropriated from sources other than Tax levy	10,000.00	
Levied for the foregoing expenses of .02% Building & Maintenance from a SPECIAL TAX in addition to all other taxes levied by the District		60,000.00
7. WORKING CASH	200,000.00	
Appropriated from sources other than tax levy	200,000.00	
Levied for the foregoing expenses of Working Cash from a SPECIAL TAX in addition to all other taxes levied by the District		0.00
SUMMARY:		
Total Appropriations	11,555,000.00	
Appropriated from sources other than tax levy (Corporate Fund)	6,536,000.00	
Appropriated from sources other than Tax levy (Special Tax Funds)	294,000.00	
Levied as the Public Library Tax/Corporate Fund		4,164,000.00
Levied as Special Taxes		561,000.00
TOTAL LEVY:		\$4,725,000.00

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

ADOPTED this 20th day of November, 2014 pursuant to roll call vote as follows:

AYES _____

NAYS _____

ABSENT _____

ABSTAIN _____

Approved by me this 20th day of November, 2014.

Esther Steel

President, Board of Library Trustees

ATTEST:

Mark Adams

Secretary Pro Tem , Board of Library Trustees

ROLL CALL VOTE:

AYES: Steel, Shiffler, Lord, Adams

NAYS: NONE

ABSENT: Shiver. Ketterman, Craft ABSTAIN: NONE

MOTION CARRIED

- E. Approve Resolution No.2015-4 to Amend and Restate Section 125 Flexible Benefit Plan
Trustee Lord moved to **approve Resolution No. 2015-4 to Amend and Restate Section 125 Flexible Benefit Plan**. Vice President (formerly Treasurer) Shiffler seconded the motion.

RESOLUTION NO. 2015-4

**RESOLUTION TO AMEND AND RESTATE GENEVA PUBLIC LIBRARY DISTRICT'S SECTION 125
FLEXIBLE BENEFIT PLAN**

WHEREAS the Board of Library Trustees of the Geneva Public Library District ("Library Board") maintains a Flexible Benefit Plan within the meaning of Section 125 of the Internal Revenue Code ("Code") to provide certain benefits to employees of the Library District; and

WHEREAS the Library District's Flexible Benefit Plan was first effective as of January 1, 2012, and includes a Health Flexible Spending Account, a Dependent Care Flexible Spending Account, and a Premium Expense Account; and

WHEREAS it is in the best interests of the Library Board and the Library District employees to amend and restate the Flexible Benefit Plan, to ensure that the Plan remains in conformity with the Code and all applicable federal regulations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Geneva Public Library District as follows:

1. That the preamble recitals of this Resolution are hereby adopted as if fully set forth herein.
2. That the Library Board approves the amended and restated Flexible Benefit Plan as reflected in the language of the Flexible Benefit Plan document attached hereto as Exhibit A.
3. That the Library Board approves the Flexible Benefit Plan Summary Plan Description in the form that is attached hereto as Exhibit B.
4. That the Library Board directs and authorizes the Library District's Administration to perform all administrative tasks that are necessary and appropriate for the ongoing administration of the Library District's Flexible Benefit Plan.

ADOPTED this 20th day of November, 2014, by the following vote:

Ayes:

Nays:

Absent:

Abstained:

Esther Steel, President

Board of Library Trustees

ATTEST:

Mark Adams, Secretary Pro Tem

Board of Library Trustees

ROLL CALL VOTE:

AYES: Steel, Shiffler, Lord, Adams

NAYS: NONE

ABSENT: Shivers, Ketterman, Craft ABSTAIN: NONE

MOTION CARRIED

- F. Approve Resolution No. 2015-5 Notice of Appointment of IMRF Authorized Agent
Trustee Lord **moved to approve Resolution No. 2015-5 Notice of Appointment of**
Authorized Agent. Vice President (formerly Treasurer) Shiffler seconded.

RESOLUTION NO. 2015-5

**NOTICE OF APPOINTMENT OF IMRF AUTHORIZED AGENT
FOR THE GENEVA PUBLIC LIBRARY DISTRICT**

WHEREAS, the Illinois Municipal Retirement Fund (IMRF) requires each IMRF Employer to have a designated Authorized Agent for local administration of IMRF and to act as the agent of the governing body in IMRF matters; and

WHEREAS, the former IMRF Authorized Agent for the Geneva Public Library District, Peggy Carlson, has resigned effective November 14, 2014; and

WHEREAS, William Karnoscak replaced Peggy Carlson in the position of Assistant Library Director; and

WHEREAS, the appointment of an Authorized Agent is to be made by adoption of a resolution of the governing body.

NOW, THEREFORE BE IT RESOLVED that the Board of Library Trustees of the Geneva Public Library District does hereby appoint William Karnoscak as the new Authorized Agent effective November 20, 2014.

BE IT FURTHER RESOLVED that the Secretary of the Board of Library Trustees is authorized and directed to file a duly certified copy of this resolution along with NOTICE OF APPOINTMENT OF AUTHORIZED AGENT (IMRF Form 2.20) with the Illinois Municipal Retirement Fund.

ADOPTED this 20th day of November, 2014, by the following vote:

Ayes:

Nays:

Absent:

Abstained:

Esther Steel, President
Board of Library Trustees

ATTEST:

Mark Adams, Secretary Pro Tem
Board of Library Trustees

ROLL CALL VOTE:

AYES: Steel, Shiffler, Lord, Adams

NAYS: NONE

ABSENT: Shivers, Ketterman, Craft ABSTAIN: NONE

MOTION CARRIED

G. Appoint FOIA/OMA Officers

Vice President (formerly Treasurer) Shiffler **moved to appoint Christine Lazaris and William Karnoscak as the Library's FOIA/OMA officers.** Treasurer (formerly Trustee) Adams seconded.

ROLL CALL VOTE:

AYES: Steel, Shiffler, Lord, Adams

NAYS: NONE

ABSENT: Shivers, Ketterman, Craft ABSTAIN: NONE

MOTION CARRIED

H. Approve 2015 Holiday Schedule

Vice President (formerly Treasurer) Shiffler **moved to approve the 2015 Holiday Schedule.** Treasurer (formerly Trustee) Adams seconded the motion. Discussion followed regarding Library policy for holiday closures. Trustee Lord **amended the motion to include stating that the Board is in favor of amending the current policy to comport with the schedule set forth below.** Vice President (formerly Treasurer) Shiffler seconded the amended motion.

The Library will be closed as follows:

New Year's Day: Thursday, January 1, 2015

Easter: Sunday, April 5, 2015

Memorial Day: Monday, May 25, 2015

Independence Day: Saturday, July 4, 2015

Labor Day: Monday, September 7, 2015

Thanksgiving Eve: Wednesday, November 25, 2015, close at 5:00 p.m.

Thanksgiving: Thursday, November 26, 2015

Christmas Eve: Thursday, December 24, 2015

Christmas: Friday, December 25, 2015

New Year's Eve: Thursday, December 31, 2015, close at 1:00 p.m.

ROLL CALL VOTE:

AYES: Steel, Shiffler, Lord, Adams

NAYS: NONE

ABSENT: Shivers, Ketterman, Craft ABSTAIN: NONE

MOTION CARRIED

I. Approve Release of Designated Closed Minutes

Vice President (formerly Treasurer) Shiffler **moved to approve release of portions of closed meeting minutes from January 14, 2014 First Session, January 22, 2014, January 23, 2014, Aril 10, 2014, April 24, 2014 Special Meeting, April 24 Regular Meeting, May 8, 2014, May 15, 2014, May 22, 2014, June 26, 2014.** Trustee Lord seconded the motion.

ROLL CALL VOTE:

AYES: Steel, Shiffler, Lord, Adams

NAYS: NONE

ABSENT: Shivers, Ketterman, Craft ABSTAIN: NONE

MOTION CARRIED

J. Approve Contract for Land Purchase

Approve Contract for Land Purchase took place earlier in the agenda.

K. Approve Payment of Invoice to CDW-G for 10 laptops

Trustee Lord **moved to approve payment of Invoice to CDW-G for 10 laptops in the amount of \$9,893.40.** Treasurer (formerly Trustee) Adams seconded the motion.

ROLL CALL VOTE:

AYES: Steel, Shiffler, Lord, Adams

NAYS: NONE

ABSENT: Shivers, Ketterman, Craft ABSTAIN: NONE

MOTION CARRIED

L. Approve Payment of Invoice to Lauterbach and Amen for Accounting Services

Trustee Lord **moved to approve payment of invoice to Lauterbach and Amen for accounting services in the amount of \$3,000.00.** Treasurer (formerly Trustee) Adams seconded the motion.

Discussion followed regarding the desire to have this payment brought to the Board on a regular basis for approval. The consensus of the Board was to submit the invoice for payment to the Board for approval when payment is needed.

ROLL CALL VOTE:

AYES: Steel, Shiffler, Lord, Adams

NAYS: NONE

ABSENT: Shivers, Ketterman, Craft ABSTAIN: NONE

MOTION CARRIED

M. Approve Payment of Invoice to Ottosen Britz

Treasurer (formerly Trustee) Adams **moved to approve payment of invoice to Ottosen Britz in the amount of \$78.00.** Vice President (formerly Treasurer) Shiffler seconded the motion,

ROLL CALL VOTE:

AYES: Steel, Shiffler, Lord, Adams

NAYS: NONE

ABSENT: Shivers, Ketterman, Craft ABSTAIN: NONE

MOTION CARRIED

N. Approve Payment of Invoice to Mac Brady Associates

Treasurer (formerly Trustee) Adams **moved to approve payment of invoice to Mac Brady Associates in the amount of \$29,510.00 for contract administration and 19 days of quality assurance observation for the roof replacement project.** Vice President (formerly Treasurer) Shiffler seconded.

Discussion followed regarding additional services with payment still outstanding from Mac Brady.

ROLL CALL VOTE:

AYES: Steel, Shiffler, Lord, Adams

NAYS: NONE

ABSENT: Shivers, Ketterman, Craft ABSTAIN: NONE

MOTION CARRIED

O. Approve Payment of Invoice to Pine Roofing

Treasurer (formerly Trustee) Adams **moved to table the approval of payment to Pine Roofing until the December 18, 2014 meeting at which time the invoice should be completed.** Vice President (formerly Treasurer) Shiffler seconded the motion.

ROLL CALL VOTE:

AYES: Steel, Shiffler, Lord, Adams

NAYS: NONE

ABSENT: Shivers, Ketterman, Craft ABSTAIN: NONE

MOTION CARRIED

XII. OTHER NEW BUSINESS

President Steel announced her intention to resign from the Board of Trustees. She expressed her pleasure in serving the community as a Library Trustee. Trustees expressed their gratitude for President Steel's service and commitment to the Library. All agreed that President Steel will be missed and wished her well.

XIII. PUBLIC AND TRUSTEE COMMENTS

None.

XIV. FUTURE AGENDA ITEMS

Treasurer (formerly Trustee) Adams asked for a discussion of extending Library hours. Trustee Lord also expressed interest in discussing this item at a future meeting. Director Lazaris asked for time to analyze more months of data before making recommendations and suggested considering the topic of extending hours in the strategic planning process. She explained at this time it would be difficult to absorb any additional desk hours because she has already reduced desk hours in preparation to add additional support for digital services. President Steel noted Director Lazaris' effort to manage the Library from a business model and that adding hours, services, etc. need to be planned and budgeted.

XV. ADJOURNMENT

Vice President (formerly Treasurer) Shiffler **moved to adjourn the meeting of the Board of Trustees.** Treasurer (formerly Trustee) Adams seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Shivers

ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Geneva Public Library District was adjourned 8:40 p.m.

Respectfully submitted,



Mark Adams, Secretary Pro Tem



Esther Steel, President

ROBERT SHIFFLER