

IV-A

**MINUTES**  
**GENEVA PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**December 18, 2014**

**PRESENT:** Vice-President Bob Shiffler, Treasurer Mark Adams, Trustee Travis Ketterman, Trustee Pat Lord, Trustee Zachary Craft, and Library Director Christine Lazaris

**ABSENT:**

**ALSO PRESENT:** Assistant Director William Karnoscak, Brian LeFevre, David Creighton, Sam Hill, Brenda Schory

**I. CALL TO ORDER**

Vice-President Shiffler 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 former President Steel and former Secretary Shivers who recently submitted letters of resignation. Trustee Lord was appointed Secretary Pro Tem.

**II. PLEDGE OF ALLEGIANCE**

**III. CHANGES IN THE AGENDA**

Vice-President Shiffler changed the agenda by placing item XI. F. Presentation of Audit Report, XI. G. Approve Financial Report FY 2013-14, and XI. H. Approve Annual Treasurer's Report for Publication after IV. Approval of Minutes.

**IV. APPROVAL OF THE MINUTES**

Trustee Lord moved to approve the Minutes of the Regular Board Meeting on November 20, 2014 and Closed Session Board Meeting held on November 20, 2014. Trustee Ketterman seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: Craft**

**MOTION CARRIED**

**XI. NEW BUSINESS**

**F. Presentation of Audit Report by Brian LeFevre**

Brian LeFevre of Sikich presented the annual audit report which was filed with the state comptroller's office. He reviewed recommendations for recognizing tax receipts and fund balances. He noted that the audit followed the standards set forth by the American Institute of Certified Public Accounts and the Governmental Accounting Standards Board. LeFevre answered questions raised by Trustees. He stated the 2013 tax levy now aligns with the 2014-15 fiscal year. A brief discussion about recommendations in the Library's accounting practices followed. All thanked LeFevre for his work and Mr. LeFevre departed.

G. Approve Financial Report FY 2013-2014

Trustee Lord **moved to approve the Financial Report for FY 2013-2014.** Trustee Craft seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Adams, Ketterman, Lord, Craft**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

H. Approve Annual Treasurer's Report FY 2013-14

Trustee Lord **moved to approve the Annual Treasurer's Report for publication.** Trustee Craft seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Adams, Ketterman, Lord, Craft**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

V. **TREASURER'S REPORT**

Treasurer Adams reported on financial activity for the month of November, including a transfer of \$130,000 on November 3, 2014 for payroll and accounts payable funding, a real estate tax distribution of \$60,882.05 on November 14, 2014, a transfer of \$170,000 on November 17, 2014 for payroll and accounts payable funding, a payment to the Chase credit card on November 20, 2014 in the amount of \$3,949.99, and total library revenue excluding taxes in the amount of \$22,325.67. At the end of November, 99.81% of the 2013 tax levy had been received.

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

**AYES: ALL**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

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

Local resident Sam Hill addressed the Board and indicated his interest in helping the Library. Vice-President Shiffler thanked him and stated that we would pass along Mr. Hill's contact information to the Geneva Library Foundation.

## VII. COMMITTEE & LIAISON REPORTS

### A. LINC Liaison

Director Lazaris reported on her attendance at recent LINC meetings. She reported that a strategic plan had been approved that includes working to improve the user experience with the online catalog through implementation of authority control, migrating the existing database to a relational database, improving the visibility of eResources, exploring outsourced cataloging and/or centralized technical services, and growing the membership. She further noted that Geneva has volunteered to be the beta site for outsourced cataloging.

### B. Foundation Liaison

Trustee Lord reported on her attendance at the Foundation Meeting held on December 11. The Foundation's Speaker's Forum was well-attended. The next Foundation meeting will be held on January 8. Trustee Adams agreed to attend as the Trustee liaison.

## VIII. PRESIDENT'S REPORT

None.

## IX. LIBRARIAN'S REPORT

Director Lazaris asked for questions regarding her written report and also shared details about the upcoming staff In-Service Day on January 9. She reported on receipt of seven responses to the RFQ for a Library Needs Assessment. She also shared that staff is actively working on making recommendations for revisions to service policies. Lazaris expects to have this as an agenda item next month.

## X. UNFINISHED BUSINESS

Land contract for the acquisitions of the 6<sup>th</sup> Street School property was considered in closed session and voted on in open session later in the meeting. See below.

## XI. NEW BUSINESS

### A. Accept Resignations of President Steel and Secretary Susan D. Shivers

Trustees acknowledged the dedication and service of former President Steel and Secretary Shivers.

### B. Recognize Vice-President Shiffler as President

Trustees officially welcomed Vice-President Shiffler as President Shiffler after accepting the resignation of former President Steel.

### C. Elect New Vice President and other offices as needed

Trustee Ketterman **nominated Trustee Lord for Vice-President**. Unanimous affirmation followed. Trustee Ketterman **nominated Trustee Craft for Secretary**. Unanimous affirmation followed.

### D. Approve Resolution Declaring a Vacancy

Item was tabled.

E. Board Committee Appointments

The following appointments were made by President (formerly Vice-President) Shiffler: Treasurer Adams replaced Shiffler as Committee Chair of the Finance Committee. Secretary Craft joined the Building and Grounds Committee

F. Presentation of Audit Report by Brian LeFevre

Mr. LeFevre presented the audit report earlier in the meeting.

G. Approve Financial Report FY 2013-2014

Approval of the Financial Report for 2013-2014 occurred earlier in the meeting.

H. Approve Annual Treasurer's Report for Publication

Approval of the Annual Treasurer's Report for publication occurred earlier in the meeting.

I. Approve Contract with Lauterbach and Amen for accounting services

Vice-President (formerly Trustee) Lord **moved to approve a contract with Lauterbach and Amen for accounting services**. Secretary (formerly Trustee) Craft seconded the motion.

Director Lazaris elaborated on the finance tasks Lauterbach and Amen would provide via contracted services.

**ROLL CALL VOTE:**

**AYES: Shiffler, Adams, Ketterman, Lord, Craft**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

J. Approve Payment of Invoice to CDW-G for Network Switch

Secretary (formerly Trustee) Craft **moved to approve payment of invoice to CDW-G for network switch in the amount of \$2,406.68**. Vice-President (formerly Trustee) Lord seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Adams, Ketterman, Lord, Craft**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

- K. Approve Payment of Invoice to Stone Doctor for Grout Cleaning  
Trustee Ketterman moved to approve payment of invoice to Stone Doctor for grout cleaning in the amount of \$3,450.00. Vice-President (formerly Trustee) Lord seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Adams, Ketterman, Lord, Craft**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

- L. Approve Payment of Invoice to Sikich for Auditing Services  
Secretary (formerly Trustee) Craft moved to approve payment of invoice to Sikich for auditing services in the amount of \$7,000.00. Vice-President (formerly Trustee) Lord seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Adams, Ketterman, Lord, Craft**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

- M. Approve Payment of Invoice to Lauterbach and Amen for Accounting Services  
Secretary (formerly Trustee) Craft moved to approve payment of invoice to Lauterbach and Amen for accounting services in the amount of \$2,100.00. Vice-President (formerly Trustee) Lord seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Adams, Ketterman, Lord, Craft**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

- N. Approve Payment of Invoice to Mac Brady Associates  
Vice-President (formerly Trustee) Lord moved to approve payment of invoice to Mac Brady Associates in the amount of \$2,990.00 for contracted services. Secretary (formerly Trustee) Craft seconded.

**ROLL CALL VOTE:**

**AYES: Shiffler, Adams, Ketterman, Lord, Craft**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

- O. Approve Final Contract Amount and Payment of Invoice to Pine Roofing  
Secretary (formerly Trustee) Craft moved approve final contract in the amount of \$219,620.96 and payment of invoice to Pine Roofing for \$197,658.86. Treasurer Adams seconded the motion.

Director Lazaris noted that two items remain on the punch list and will be completed before the final 10% of contract amount is paid to Pine Roofing.

**ROLL CALL VOTE:**

**AYES: Shiffler, Adams, Ketterman, Lord, Craft**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

- P. Discussion of Edge Assessment

Director Lazaris shared a report from Lynnette Singh, Head of IT, regarding the Library's participation in and results from the Edge Assessment. She reminded Trustees that participation was a task included in the current year's goals and objectives and that it will be a requirement for next year's Per Capita Grant. Trustees discussed the report.

At 8:30 p.m. Vice-President (formerly Trustee) Lord moved to adjourn to Closed Session for discussion of personnel matters pertaining to the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body 5 ILCS 120/2 (c) (3) or (1) and matters pertaining to the purchase or lease of real property for the use of the public body 5 ILCS 120/2 (c) (5). Secretary (formerly Trustee) Craft seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Adams, Ketterman, Lord, Craft**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

At 9:28 p.m. Trustee Ketterman moved to reconvene to Regular Meeting. Secretary (formerly Trustee) Craft seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

**Q. Discussion of Staffing Needs Analysis**

Trustees reviewed a memo from Director Lazaris outlining staffing needs in the areas of digital services, facilities, and administration support.

**R. Approve Network Administrator Position**

Trustee Ketterman **moved to approve the Network Administrator Position**. Secretary (formerly Trustee) Craft seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Adams, Ketterman, Lord, Craft**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

**S. Approve Revised Position Classification Schedule FY 2014-15**

Secretary (formerly Trustee) Craft **moved to approve revised Position Classification Schedule FY 2014-15**. Treasurer Adams seconded the motion.

Director Lazaris reviewed changes to position titles for Managers and other staff and grade levels for the positions of Facilities Manager, Administrative Assistant, and Network Administrator. She shared LACONi salary survey data used for determining position grade levels.

**ROLL CALL VOTE:**

**AYES: Shiffler, Adams, Ketterman, Lord, Craft**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

Salary Schedule FY 2014-2015

Grade	Job Title	Minus 20% Minimum	Midpoint	Plus 20% Maximum
	Library Director	Set by Board of Trustees		
				<b>Annual Rate</b>
18	Deputy Director	\$70,059.60	\$87,574.50	\$105,089.40
			<b>Hourly Rate</b>	
16	Adult Services Manager	\$58,968.00	\$73,710.00	\$87,145.50
	Circulation Services Manager	\$30.24	\$37.80	\$45.36
	Digital Services Manager			
	Technical Services Manager			
	Youth Services Manager			
15		\$54,093.00	\$67,626.00	\$81,159.00
		\$27.74	\$34.68	\$41.62
14	Network Administrator	\$49,647.00	\$62,049.00	\$74,451.00
		\$25.46	\$31.82	\$38.18
13	Youth Services Assistant Manager	\$45,532.50	\$56,920.50	\$68,308.50
12	Adult Services Coordinator (Reference or RA)	\$41,769.00	\$52,221.00	\$62,673.00
	Marketing and Public Relations Coordinator	\$21.42	\$26.78	\$32.14
	Digital Services Librarian			
	Adult Services/Teen Services Librarian			
	Youth Services Librarian/Early Childhood Services			
	Youth Services Librarian/Outreach			
	Youth Services Librarian/School Services			
11	Graphics and Web Designer	\$38,337.00	\$47,911.50	\$57,486.00
	Information Technology Assistant	\$19.66	\$24.57	\$29.48
	Librarian			
10	Circulation Services Assistant Manager	\$35,158.50	\$42,953.00	\$52,747.50
	Facilities Manager	\$18.03	\$22.54	\$27.05
9	Adult Services Assistant	\$32,253.00	\$40,326.00	\$48,399.00
	Tech Services Assistant	\$16.54	\$20.68	\$24.82



	Youth Services Assistant Administrative Assistant			
8	Senior Circulation Clerk	\$29,601.00	\$36,991.50	\$44,382.00
		\$15.18	\$18.97	\$22.76
7	Interlibrary Loan (ILL) Clerk	\$27,144.00	\$33,930.00	\$40,716.00
		\$13.92	\$17.40	\$20.88
6	Acquisitions Assistant Building Maintenance Assistant Program/Collection Development Assistant Reading Program Assistant	\$12.77	\$15.96	\$19.15
5	Serials Assistant Circulation Clerk	\$11.71	\$14.64	\$17.57
2		\$9.04	\$11.30	\$13.56
1	Shelver (Adult or Youth) Inventory Clerk Transit Page	\$8.86	\$10.37	\$12.44

**ROLL CALL VOTE:**

**AYES: Shiffler, Adams, Ketterman, Lord, Craft**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

**T. Discussion of Revised Organizational Chart**

Director Lazaris shared a revised organizational chart reflecting changes in Administration and Digital Services staffing.

**X. UNFINISHED BUSINESS : Approve Land Contract**

Vice-President (formerly Trustee) Lord moved that subject to consultation with legal counsel, the Board President is directed to propose a counter offer to the County with regard to the real estate contract for the acquisition of the Sixth Street School property subject to the following contract modifications: striking the language in parenthetical in paragraph 2e that says “but subject to a use restriction requiring use by a public entity for public use purposes” and also striking the footnote on page 4 that deals with the ALTA survey not

**depicting the location and dimensions of the building and that we ask to have it also include the height of the building.** Trustee Ketterman seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Adams, Ketterman, Lord, Craft**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

**XII. OTHER NEW BUSINESS**

None.

**XIII. PUBLIC AND TRUSTEE COMMENTS**

None.

**XIV. FUTURE AGENDA ITEMS**

None.

**XV. ADJOURNMENT**

Secretary (formerly Trustee) Craft **moved to adjourn the meeting of the Board of Trustees.** Vice-President (formerly Trustee) Lord seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

The Regular Meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 10:08 p.m.

Respectfully submitted,



**Pat Lord, Secretary (Pro Tem)**



**Bob Shiffler, President**