

**GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
FEBRUARY 27, 2014**

PRESENT: President Esther Steel, Treasurer Steven Andersson, Secretary Susan D. Shivers, Trustees Pat Lord, Bob Shiffler, Mark Adams and Interim Library Director Marilyn Boria.

ABSENT: Vice President Travis Ketterman

ALSO PRESENT: Assistant Directors Matt Teske and Peggy Carlson, staff members Kristi Miller-Pease, Debbie Walsh, Kate Cobo, Kimberly Gotches, Gayle Meers and Carla Hibbard. Also Michael Siciliano 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 7:01 p.m. Roll call was taken. All were present with the exception of Vice President Ketterman.

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 Special Board Meeting of January 14, 2014, Closed Board Meeting I, January 14, 2104, Closed Board Meeting II, January 14, 2014, Special Board Meeting of January 22, 2014, Closed Board Meeting of January 22, 2014, the Regular Board Meeting of January 23, 2014, the Closed Board Meeting of January 23, 2014 and the Special Board Meeting of February 10, 2104.** Trustee Adams seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Ketterman ABSTAIN: NONE

MOTION CARRIED

V. TREASURER'S REPORT

Treasurer Andersson noted that the Library is slightly more than halfway through the fiscal year and that expenses are on track. He reported that the Library made a replenishment payment of \$5,000.00 to the Flexible Spending Account on January 2, a payment to Chase Credit Card in the amount of \$1,314.65 on January 3, received Personal Property Replacement Tax in the amount of \$5,940.28 on January 10,

transferred \$3,337,98 from Geneva Bank and Trust to MB Financial on January 10, received a \$19,000 grant from the Fabyan Foundation on January 10, and received \$3,482.67 from the Friends of the Library as a reimbursement request on January 21. He also noted that the Library received correspondence from the Illinois Secretary of State indicating a Per Capita Grant award of \$38,131.25 for FY 2014.

Treasurer Andersson also mentioned that the Library's \$100,000 CD with First Bank of Mendota will be maturing on March 7. This is a 20 month CD at a rate of 1%. Options from First Bank include 20 months at .7% and 9 months at .3%. Board consensus was to go with 20 months at .7%.

Trustee Adams asked about the Fabyan Grant process and Assistant Director Teske explained how it worked.

Secretary Shivers moved to **approve the Treasurer's Report and to enter the Trial Balance ending January 31, 2014 into the Public Record.** Trustee Lord seconded the motion.

AYES:	ALL	NAYS:	NONE
ABSENT:	Ketterman	ABSTAIN:	NONE

MOTION CARRIED

VI. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY

Patron Michael Siciliano addressed the Board. He stated that he was disappointed that the Library no longer had Proquest but still found money to hire an advisor and stated "that's government". He thanked Secretary Shivers for standing up to what the rest of the Board had said.

VII. COMMITTEE & LIAISON REPORTS

A. Foundation – Trustee Shiffler attended the February Foundation meeting. He stated the Foundation is still looking for members. Total assets remain right around \$100,000. They are working on a donor recognition program.

B. Intergovernmental – President Steel, Secretary Shivers, and Assistant Director Teske attended the Intergovernmental meeting on February 12. President Steel mentioned that the City received only one bid for construction of the third floor of the parking garage and they had received an offer on the Mill Race Inn. The schools have just approved all-day kindergarten. The Park District noted that the all-day kindergarten could affect how KidZone operates.

VIII. PRESIDENT'S REPORT

A. Appoint Committee to Review Closed Minutes President Steel and Vice President Ketterman were appointed to review the closed minutes for possible release.

B. Personnel Committee Changes President Steel announced that Vice President Ketterman has asked to step down from the Personnel Committee due to work constraints. Trustee Shiffler has agreed to chair and Trustee Adams will step in as third member of the Committee.

Trustee Adams mentioned that he was able to obtain a critical path schedule from DeKalb Library which could be useful with our building studies. Trustee Lord suggested being provided with a list of libraries of comparable size to our District that are building new or in the process of building an addition. Trustees could visit these libraries and talk with their trustees to gain an understanding of their building process.

IX. LIBRARIAN'S REPORT

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

B. LINC Report – Trustee Shiffler noted that with the Enterprise upgrade to the Sirsi system, the default search is for Geneva items, not all the libraries in LINC. Secretary Shivers stated that she liked the new book alerts feature.

C. Lowell Baker Trust statement – A summary of the annual report on the Lowell Baker Trust was included in the Board packet.

D. RFP for Auditors - Interim Director Boria stated that public bodies usually change auditors every five years, and that is why she has bought this RFP forward. Treasurer Andersson stated that he hoped we would be contacting current auditor Joe Julius beforehand as a courtesy.

E. Health Care Employer Mandate provisions – A copy of provisions of the Health Care Employer Mandate as put together by Assurance stated that the employee mandate portion has been postponed another year. The Library is already complying with this.

X. UNFINISHED BUSINESS

A. Annexation update: discussion or action None.

XI. NEW BUSINESS

A. Approve changes in cleaning service – Interim Director Boria stated that we had last bid out our cleaning service in 2012. We went with the fourth lowest bidder at that time and we pay \$60 a night for the cleaning of our facility. Our experience with their service has not been good. We have gotten good reviews on a different company from a local library and would like to use them. The Board felt that rather than immediately engage the new company, the Library should follow the bid process.

B. Review of space use in current building. – President Steele spoke of two studies of the current building that would be discussed this evening. One would be a free presentation from the firm Cordogan Clark and the other involves the Library issuing an RFP for a building program, to be discussed later in the meeting. Treasurer Andersson stated that Cordogan Clark would be making a Board presentation in March that evaluates the current Library building. Interim Director Boria mentioned that staff had provided Cordogan Clark with ideas for improving service in the current building.

Board members were provided with copies of the space planning studies of the current building undertaken by Burnidge Cassell in 2006. In addition, they were provided with a building addition and remodeling history. Since 2006, over \$460,000 has been spent on building improvements in the current building.

C. Approve scope of work for RFP for building program. Trustee Lord observed that trustees feel the need for a plan to move us towards a building program. Interim Director Boria went through the six components of a possible RFP she wanted the Board to consider. After discussion, the Board agreed that the RFP should consist of options one, two and three, which include obtaining demographic data for the District, surveying the community to assess satisfaction levels, and identifying space needs for the next 20 years. Secretary Shivers moved to **approve the scope of work for the RFP to include options one, two and three.** Treasurer Andersson seconded the motion.

ROLL CALL VOTE

AYES:	Steel	Shivers
	Lord	Adams
	Andersson	Shiffler

NAYS: NONE

ABSENT: Ketterman **ABSTAIN: NONE**

MOTION CARRIED

D. Discuss possibility of two board meetings per month. Interim Director Boria presented the option of scheduling two board meetings a month. She is proposing this as a temporary arrangement, March through May at least, that could aid the Board in dealing with the director search, building issues, policy changes, etc. The Board agreed to an additional meeting in April and May on the second Thursday.

E. Approve Elevator Work. Illinois law now requires all elevators to have door restrictors installed. Door restrictors prevent the car doors of an elevator from opening when the elevator is not within its "landing zone" and prevent people from forcing open the doors of an elevator car when it is between floors. Three bids were received. Assistant Director Carlson stated that our maintenance man had much elevator experience in his previous job and we felt confident in the low bid. Treasurer Andersson made a motion to **accept the low bid of \$2,150.00 from Complete Elevator to install the door restrictors.** Secretary Shivers seconded the motion.

ROLL CALL VOTE

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

NAYS: **NONE**

ABSENT: **Ketterman** **ABSTAIN:** **NONE**

MOTION CARRIED

F. Approve Payment of Invoice from Ottosen Britz (\$4,196.97). Trustee Shiffler moved to approve the payment of the invoice from Ottosen Britz in the amount of \$4,196.97. Treasurer Andersson seconded the motion.

ROLL CALL VOTE

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

NAYS: **Shivers**

ABSENT: **Ketterman** **ABSTAIN:** **NONE**

MOTION CARRIED

G. Approve Payment of Invoice from Jones, Lemon & Graham (\$10,388.99). Trustee Shiffler asked why this billing was so late. Treasurer Andersson explained that some firms still prefer to wait on billing until the “case” is complete. Trustee Shiffler suggested we ask for regular billing if we were to use them again. Treasurer Andersson moved to **approve the payment of the Invoice from Jones, Lemon & Graham in the amount of \$10,388.99.** Trustee Lord seconded the motion.

ROLL CALL VOTE

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

NAYS: **Shivers**

ABSENT: **Ketterman** **ABSTAIN:** **NONE**

MOTION CARRIED

H. Approve Payment of Invoice from John Keister & Associates (\$4,800.00). Trustee Shiffler moved to **approve the payment of the Invoice from John Keister & Associates in the amount of \$4,800.00.** Secretary Shivers seconded the motion.

ROLL CALL VOTE

AYES: Lord Steel
Shivers Adams
Andersson Shiffler

NAYS: NONE

ABSENT: Ketterman **ABSTAIN:** NONE

MOTION CARRIED

I. Possible Action on Litigation Matters. No discussion or action taken.

J. Review of Bayview Request. The Board discussed whether to grant permission to Bayview to release the Library's environmental studies to a potential buyer of the Cetron property. The Board decided that Bayview should be informed that they could release it to the potential buyer when the Library is allowed to release the studies to the public.

XII. OTHER NEW BUSINESS

None

XIII. PUBLIC AND TRUSTEE COMMENTS

Secretary Shivers stated that the Interim Director said she would present a report to the Board on what she has seen in the Library during her time here. Shivers requested that be put on the closed agenda for March and April. She also asked Interim Director Boria questions about selection and withdrawal of material in the Library. Boria stated she would get back to her with answers to her questions.

XIV. FUTURE AGENDA ITEMS

Interim Director Boria distributed usage statistics to trustees that will be used for a discussion of library operating hours at the March board meeting.

At 8:27 p.m., Trustee Shiffler moved to **adjourn to Closed Session for the discussion of a personnel issue and pending litigation.** Trustee Adams seconded the motion.

ROLL CALL VOTE

AYES: Lord Shivers
Steel Adams
Andersson Shiffler

NAYS: NONE

ABSENT: Ketterman **ABSTAIN:** NONE

MOTION CARRIED

At 8:35 p.m., Secretary Shivers moved to **reconvene to Regular Meeting**. Trustee Shiffler seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Ketterman ABSTAIN: NONE

MOTION CARRIED

XV. ADJOURNMENT

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

AYES: ALL NAYS: NONE

ABSENT: Ketterman ABSTAIN: NONE

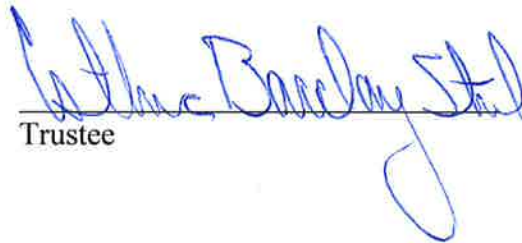
MOTION CARRIED

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

Respectfully submitted,



Susan D. Shivers, Secretary



Trustee