

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

**PRESENT:** President Esther Steel, Treasurer Steven Andersson, Secretary Susan D. Shivers, 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, Debbie Walsh, Kimberly Gotches, Gayle Meers and Carla Hibbard. Also Duane Oest.

**LATE ARRIVALS:** Trustee Pat Lord (at 7:01 p.m.)

**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 with the exception of Trustee Lord who arrived at 7:01 p.m. and 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 February 27, 2014, the Regular Board Meeting of February 27, 2014, and the Closed Board Meeting of February 27, 2014, with the changes distributed at the meeting.** Trustee Shiffler seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: Ketterman, Lord ABSTAIN: NONE**

**MOTION CARRIED**

**V. TREASURER'S REPORT**

Treasurer Andersson noted that the Library is 66.6% through the fiscal year and that expenses are on track. He stated that the Library received a \$1,000.00 grant from the Geneva Library Foundation on February 7, made a payment on the Chase Credit card of \$2,008.86 on February 12, and transferred \$26,652.50 of funds from Geneva Bank and Trust to MB Financial on February 27.

He also noted that utilities costs are above budget but was told by Assistant Director Teske that the gas bill is paid out of that line item, and given the severe winter we have experienced, that is to be expected.

Trustee Shiffler stated that the method of how we have been recording taxes receivable on the balance sheet will be an issues for the new Director and auditor to take up. Trustee Lord asked about the meaning of deferred taxes on the balance sheet. Interim Director Boria stated she would get back to the Board with an answer.

Secretary Shivers moved to **approve the Treasurer's Report and to enter the Trial Balance ending February 28, 2014 into the Public Record.** Trustee Shiffler seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: Ketterman ABSTAIN: NONE**

**MOTION CARRIED**

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

Patron Duane Oest addressed the Board. He was concerned that he had received a notice for fines incurred from 2008 after not getting a notice for five years. The fines had been cleared, but stated that the Board should reassess its core financial controls. Interim Boria stated that she was aware of the situation and explained, that there was a mistake at LINC, our automation consortium, which has been corrected. Treasurer Andersson asked if there was an explanation from LINC on how this happened. Interim Director Boria stated she would look into it and get back to the patron and the Board.

**VII. COMMITTEE & LIAISON REPORTS**

A. Foundation – Trustee Shivers attended the beginning of the March Foundation meeting. At that meeting she introduced Peter Evans, an attorney who lives in Geneva, to the Foundation members. Mr. Evans has expressed an interest in joining the Foundation. Assistant Director Teske stated that the Foundation spent a good portion of the meeting examining TCI's rate of return. Last evening, the latest installment of the Speaker's Series attracted 62 people to hear author Dick Munson talk about his Colonel Fabyan biography.

President Barclay will attend the next Foundation meeting, Wednesday, April 2 at 7 p.m.

B. Personnel – Committee Chair Shiffler stated that several issues the Committee has been working on will be brought to the full Board on April 10. He also stated there was a personnel matter to bring up in closed session.

**VIII. PRESIDENT'S REPORT**

None.

**IX. LIBRARIAN'S REPORT**

A. Statistics – Monthly statistics were provided in the Board packet.

Trustee Adams asked about the possible change in the parking situation for staff if the DLS Building is sold. The Library will lose that staff parking unless the new purchaser agrees to continue to lease those spots to the library. The buyer is Batavia Enterprise, but the sale has not yet been finalized.

B. LINC Report – Assistant Director Teske was asked how many month's reserve LINC currently had. Trustee Lord thought it was nine months. Teske stated he would verify that duration.

**X. UNFINISHED BUSINESS**

A. Annexation update: discussion or action None.

**XI. NEW BUSINESS**

A. Review Community Survey RFP – Interim Director Boria spoke to the Board about the scope of the RFP. She noted that the consultants may propose additional tasks that we have not included in the RFP and reminded the Board that they did not have to go with the low bidder. Secretary Shivers suggested that the RFP ad be placed in the Kane County Chronicle. Boria stated that she thought much of the demographic data could be compiled by staff.

Treasurer Andersson moved to **approve the survey RFP with the caveat that if Trustees had suggestions for change they should forward them to Interim Director Boria.** Trustee Adams seconded.

**AYES: ALL NAYS: NONE**

**ABSENT: Ketterman ABSTAIN: NONE**

**MOTION CARRIED**

B. Approve Paylocity Enhancement – Interim Director Boria had included in the Board packet information about enhancements to the Paylocity payroll program that would help department heads have a better overview of their staff's schedules and be able to track staff hours which is not possible in the current system. Boria was familiar with the system and enhancements through her work at the Carol Stream Public Library. This would cost an additional \$2,200.00 each year. It was not budgeted but there are funds to cover this.

Secretary Shivers moved to **approve the purchase of the enhancements to the Paylocity system.** Trustee Adams seconded.

**ROLL CALL VOTE**

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

**NAYS:**        **NONE**

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

C.    Approve Central Technology self-check maintenance agreement . Trustee Shiffler asked how the Library's experience with these machines has been. Assistant Director Teske stated that they were very reliable and user-friendly.

Trustee Lord moved to **approve the Central Technology self-check maintenance agreement in the amount of \$2,685.00**. Treasurer Andersson seconded.

**ROLL CALL VOTE**

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

**NAYS:**        **NONE**

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

**MOTION CARRIED**

D.    Approve contract with Tri City Employee Assistance Program for April 2014-March 2105. Trustee Adams asked how much this program was used. Assistant Director Teske responded that he had not gotten statistics from Tri Cities recently so he would have to look into it.

Treasurer Andersson moved to **approve the contract with Tri City EAP in the amount of \$4,656.00**. Trustee Shiffler seconded.

**ROLL CALL VOTE**

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

**NAYS:**        **NONE**

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

**MOTION CARRIED**

E. Approve payment of invoice to Ottosen Britz. Trustee Shiffler made a motion to **approve the invoice from Ottosen Britz in the amount of \$6,051.17.** Treasurer Andersson seconded the motion.

**ROLL CALL VOTE**

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

**NAYS:**        **Shivers**

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

**MOTION CARRIED**

**XII. OTHER NEW BUSINESS**

None

**XIII. PUBLIC AND TRUSTEE COMMENTS**

None

**XIV. FUTURE AGENDA ITEMS**

Trustee Lord asked when the Board could expect to see the presentation from Cordogan Clark staff? Interim Director Boria stated that they had not given us a completion date.

At 7:44 p.m., Secretary Shivers moved to **adjourn to Closed Session for the discussion of a personnel issue and purchase or lease of property for the use of the public body.** Treasurer Andersson seconded the motion.

**ROLL CALL VOTE**

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

**NAYS:**        **NONE**

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

**MOTION CARRIED**

At 9:05 p.m., Secretary Shivers moved to **reconvene to Regular Meeting.** Treasurer Andersson seconded the motion.

**AYES:**        **ALL**                                        **NAYS: NONE**

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

**MOTION CARRIED**

Trustee Lord stated that the mid-point raises given to some employees were not authorized by the Board of Trustees. The Board then directed Interim Library Director Marilyn Boria to bring the wages of these employees in line with what the Board had approved. It was agreed that this needs to be corrected to be fair to the District's constituents and other library staff members.

Secretary Shivers stated that the action was wrong because it was not authorized by the Board. The Director had acted without Board authority.

**XV. ADJOURNMENT**


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


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

**MOTION CARRIED**

The meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 9:08 p.m.

Respectfully submitted,

  
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 Susan D. Shivers, Secretary

  
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 Trustee