

**MINUTES**  
**GENEVA PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**June 26, 2014**

**PRESENT:** President Esther Steel, Vice President Travis Ketterman, Treasurer Steve Andersson, Secretary Susan Shivers, Trustees Pat Lord and Bob Shiffler. Interim Library Director Marilyn Boria also was present.

**ABSENT:** Trustee Mark Adams

**ALSO PRESENT:** Assistant Director Peggy Carlson, Debbie Walsh, Kimberly Gotches, Sue Blakemore, Anthony Oliver, Brenda Shorey, Bojana Martinich, Ellen Schmid, Lynne Bishop, Carolyn Zinke, Christine Lazaris, Anne Fleming

**I. CALL TO ORDER**

President Steel opened the Regular Meeting of the Board of Trustees of the Geneva Public Library District at 6:30 p.m. Roll call was taken. All were present except Trustee Adams.

**II. PLEDGE OF ALLEGIANCE**

**III. CHANGES IN THE AGENDA**

There were no changes in the agenda.

**IV. REPORT ON ROOF EVALUATION**

The first order of business was a report from Melissa Barrows-Lieb, President and Brian Barrows, Senior Consultant with MacBrady Associates. Ms. Lieb distributed copies of the roof survey which MacBrady had completed for the Library. In addition, she had two booklets including 96 pictures of the roof, illustrating many of the problems. Ms. Lieb explained that her firm identifies the distresses of a roof, looks at the associated costs to fix those distresses, identifies how many years of additional service life the Library could gain by making those repairs, and then compares the life cycle cost of repairing the roof to the life cycle cost of replacing the roof to determine the most cost effective option. Based upon the distresses on the Library roof, the consultants recommend that roofs A, B & C be replaced, with areas D & E repaired (see attached.) The estimated cost of this work is:

**Replacement Roofing Contractor**

Replacement of Section A	\$303,352.50
Replacement of Section B	\$ 7,499.52
Replacement of Section C	\$ 19,156.50
Repair Section D	\$ 959.53
Repair Section E	<u>\$ 1,043.50</u>
Subtotal	\$332,011.55

Potential Change Order Masonry	\$ 10,000.00
Potential Change Order Deck	\$ 20,000.00 (10% of 20,000 SF at \$10 per SF)
Potential Change Order Nailer	<u>\$ 1,350.00</u> (10% of 1,350 at \$10 per LF)
Total	\$363,361.55

**Estimated Construction Time**

Work Days	28
Calendar Days	45

**Mac Brady Estimates**

Bidding Administration for Replacement	\$ 7,100
Contract Administration	\$11,700 (@\$260 per calendar day)
QA Observation	\$18,200 (@ \$650 per work day)

The Board then spent time discussing the scope and cost of the proposed project, and the effect that a re-roofing project would have on public service.

**V. REPORT ON SPACE USE STUDY**

Treasurer Andersson introduced Kirk Albinson and Anthony Oliver, architects from Cordogan, Clark & Associates. He had asked these architects to assume that the Library is staying in the present location and to determine what can be done to make this the best library on this site. He noted that this was just an idea generating session, with no intent to purchase any property. Andersson thanked the architects for providing this presentation at no cost to the Library.

Albinson noted that this was not a building program; it was designed to be a much more general design on how the Library could gain additional space. Anthony Oliver then distributed a space analysis plan for Geneva Public Library. He began by discussing a comparison chart with square footage per capita. Geneva Public Library was in the bottom quartile with 27,600 sq. ft. overall/.9 sq. ft. per capita. Option 1 of the space analysis focused on changing the entrance from the current location to the southwest corner and opening up the main first and lower level areas. This option would add very little square footage but would provide a brighter entrance and more useable space. Option 2 focused on a 3-story addition to the north of the building on the property owned by Bicycle Heaven. This would result in considerably more space for services and collections. Option 3 and 4 extended the addition over the top of the current building so the entire building would be a 3-story structure. This would add considerable square footage resulting in 70,000 sq. ft. overall/2.29 sq. ft. per capita.

The Board asked a number of questions about the feasibility and the cost of a project of this type. The architects noted that this type of renovation is often more costly than new construction. Before making any comparisons, the Library would need to undertake a Building Program.

**VI. APPROVAL OF THE MINUTES**

Travis Ketterman moved that the Board **approve the Minutes of the Regular Board Meeting of May 22, 2014, the Special Board Meeting of May 22, 2014, the Closed Session Special Board Meeting of May 22, 2014, the Special Board Meeting of May 15, 2014, the Closed Board Meeting of May 15, 2014, the Special Board Meeting of May 8, 2014, the Closed Board Meeting of May 8, 2014, and the Regular Board Meeting of April 24, 2014. In addition, he moved that the Board accept the Personnel Committee Meeting Minutes of June 16, 2014.** Treasurer Andersson seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Adams**

**ABSTAIN: NONE**

**MOTION CARRIED**

**VII. TREASURER'S REPORT**

Treasurer Andersson reported that the Library had received more than 100% of expected income and was under budget on expenses. By the end of the fiscal year, the Library will have made budget without minimizing services for residents.

Trustee Shiffler moved to **approve the Treasurer's Report as presented and to enter the Trial Balance ending May 31, 2014 into the Public Record.** Trustee Lord seconded the motion.

**ROLL CALL VOTE**

**AYES:** Steel, Lord, Shiffler, Ketterman, Shivers, Andersson

**NAYS:** NONE

**ABSENT:** Adams      **ABSTAIN:** NONE

**MOTION CARRIED**

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

Carolyn Zinke of 314 Euclid in Geneva was delighted with the study done by Cordogan Clark. She noted that she has never had a problem finding parking within a reasonable distance. She liked the idea of enlarging the Library if property became available.

Anne Fleming asked if the Board was considering purchasing the 6<sup>th</sup> Street school property. President Steel reported that the County was going to put the property out to bid and the Library had the right of first refusal.

**IX. COMMITTEE & LIAISON REPORTS**

- A. Personnel – Trustee Shiffler noted that there were several Personnel Committee items on the agenda and they would be discussed later in the meeting.
- B. Finance – The Finance Committee did not meet.
- C. Foundation Liaison – Trustee Lord reported on the June 5<sup>th</sup> meeting. She noted that the group was doing very well with \$113,000 in assets. She reported on officers for the coming year and the speakers series.
- D. LINC Liaison – Assistant Director Peggy Carlson gave a brief report on LINC.
- E. Intergovernmental – President Steel and Trustee Lord reported that Park District had finished 3 parks and Mill Creek Pool. Hawk's Hollow has been a great success. The school district is starting all day Kindergarten. The City has been dealing with parking issues. Also, they are considering constructing a pavilion for the French Market. The group is excited about the possibility of having the Library relocate to the 6<sup>th</sup> Street site.

**X. PRESIDENT'S REPORT**

President Steel thanked Interim Director Boria for guiding the Library during a difficult time. Boria provided Steel with an opportunity to grow as a Board member and helped her to learn what other libraries are doing. Trustee Shiffler reiterated President Steel's comments regarding Interim Director Boria and thanked her for her service. Boria was presented with a Geneva blanket as a gift from the Board. Interim Director Boria expressed that she enjoyed working with the staff and Board was happy to be a part of the transition to hiring a new Director.

**XI. LIBRARIAN'S REPORT**

In addition to the written report, Interim Director Boria reported that RAILS had contacted the Library to inform staff that the former DLS building would be sold on July 15, 2014 to Batavia Enterprises. So, if the Library wants to maintain staff parking, Administration should contact the new owner.

**XII. UNFINISHED BUSINESS**

None

**XIII. NEW BUSINESS**

A. Accept Resignation of Treasurer Andersson/Elect New Treasurer

Trustee Shiffler moved **to accept the Resignation of Treasurer Andersson. Trustee Lord amended the motion for the resignation to be effective at the end of this meeting.** Vice President Ketterman seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: Adams ABSTAIN: NONE**

**MOTION CARRIED**

Vice President Ketterman moved **to appoint Trustee Shiffler as Treasurer to complete the term of Treasurer Andersson.** Secretary Shivers seconded the motion.

**ROLL CALL VOTE**

**AYES: Steel, Lord, Shiffler, Ketterman, Shivers, Andersson**

**NAYS: NONE**

**ABSENT: Adams ABSTAIN: NONE**

**MOTION CARRIED**

Vice President Ketterman expressed his thanks to Andersson for his service. Andersson is moving on to serve as a State Representative for the 65<sup>th</sup> District. Trustee Lord agreed. President Steel expressed her thanks also and expressed that Treasurer Andersson had contributed much to the organization and she was looking forward to the work he will be doing in Springfield.

B. Approve Evaluation Policy

Trustee Shiffler moved **to approve the Evaluation Policy as presented.** Vice President Ketterman seconded the motion.

**Evaluation Policy**

All library staff should receive an annual written performance evaluation. The Library Board will review the Director's performance. An evaluation provides both the supervisor and the employee with a formal opportunity to review the individual's job performance and contribution made to the library. If the employee's performance is meeting or exceeding expectations, the process provides reinforcement and encouragement, and justifies a merit increase in salary if authorized by the Board of Trustees. If the employee's performance is

not meeting expectations, the process allows the supervisor to review problems and discuss with the employee what needs to be done to correct them.

**Types of Evaluations:**

**New Hire Evaluation:** The first six months of employment are an introductory period during which the supervisor should closely observe the employee's performance, review progress and call any problems to the employee's attention. A written evaluation shall be conducted at the conclusion of this period, which should include goals for the next six months.

**Annual Evaluation:** On the anniversary of an employee's start date, the supervisor reviews the individual's performance during the past year, including the goals and objectives which the individual and the supervisor agreed upon at the prior evaluation. The employee may be eligible for a merit increase at this time.

The supervisor should complete the evaluation form using the following criteria.

**Performance Exceeds Expectations**

Work is exceptionally high quality, demonstrating a thorough knowledge of all aspects of the job. Staff member is consistently reliable, responsible and resourceful. Works independently, exhibiting initiative and good judgment. Specific examples are required. (Staff member receives this evaluation when more than half of the review categories "Exceed Expectations" and none fall below "Meets Expectations.")

**Performance Meets Expectations**

Work is of good quality and quantity. Work is typically thorough, accurate and on time. Staff member is reliable and responsible. Typically exhibits good judgment and initiative, seldom needing supervision. (Staff member receives this evaluation when more than half of the review falls into the category of "Meets Expectations," and no behavior falls into the "Needs Improvement" category.)

**Performance Needs Improvement to Meet Expectations**

Work fails to meet one or more of the Required Basic Behaviors in any of the Performance Review categories. No raise is given and, following the Progressive Disciplinary Policy, corrective action is needed for continued employment.

**Exceptional**

Reserved for employees who, in addition to meeting all of the criteria for performance evaluated as Exceeds Expectations, demonstrate unusual creativity and accomplishment in response to a special challenge in a given year. A separate sheet detailing the reasons for this recommendation is required.

Department Heads must approve the Performance Reviews of all staff in their departments, and then review them with the Director/Assistant Director. With the approval of the Director/Assistant Director, the supervisor gives the employee a copy of the evaluation and schedules a time to discuss the evaluation.

A signed copy of all evaluations should be forwarded to the Business Manager for the individual's personnel file. The Business Manager will make any payroll adjustments based upon the signed evaluation, so it is incumbent on the supervisor to complete this process before the employee's anniversary date.

If the employee requests an appeal, it will be arranged by the Library Director. Both the supervisor and the employee will be granted an opportunity to state their positions. The decision of the Library Director shall be binding on all parties involved.

**ROLL CALL VOTE**

**AYES:** Steel, Lord, Shiffler, Ketterman, Shivers, Andersson

**NAYS:** NONE

**ABSENT:** Adams      **ABSTAIN:** NONE

**MOTION CARRIED**

C. Approve Deleting Orientation Policy

Trustee Shiffler moved to **delete the Orientation Policy**. Vice President Ketterman seconded the motion.

**ROLL CALL VOTE**

**AYES:** Steel, Lord, Shiffler, Ketterman, Shivers, Andersson

**NAYS:** NONE

**ABSENT:** Adams      **ABSTAIN:** NONE

**MOTION CARRIED**

D. Approve Progressive Discipline Policy

Trustee Shiffler moved to **approve the Progressive Discipline Policy**. Trustee Lord seconded the motion.

**Progressive Discipline Policy**

Every employee has the duty and responsibility to be aware of and abide by existing rules and policies. Employees also are responsible for performing their duties to the best of their abilities and to the standards set forth in their job descriptions, the library's Performance Expectations, and library policies.

The library supports the use of progressive discipline to address issues such as poor work performance or misconduct. The progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues.

Outlined below are the steps of the progressive discipline policy and procedure. The library reserves the right to combine or skip steps in this process depending on the facts

of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling (including EAP, if appropriate) and/or training; the employee's work record; and the impact the conduct and performance issues have on the library.

Below is an outline of the library's progressive discipline process:

- **Verbal warning:** A supervisor verbally discusses an issue of concern with an employee, and explains to the employee what is behavior is expected. The supervisor retains a written record of the discussion.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. A written warning is placed in the employee's personnel file. Employees should recognize the grave nature of the warning.

Whenever an employee has been involved in a disciplinary situation that has not been readily resolved **or** when the employee has demonstrated an inability to perform assigned work responsibilities efficiently, **the employee may be given a final warning or placed on a performance improvement plan (PIP), which outlines a course of action for changing behavior.** PIP status will last for a predetermined amount of time not to exceed 90 days. Within that time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed, or, if established goals are not met, dismissal may occur.

The library director or designee reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

#### ROLL CALL VOTE

**AYES:** Steel, Lord, Shiffler, Ketterman, Shivers, Andersson

**NAYS:** NONE

**ABSENT:** Adams      **ABSTAIN:** NONE

#### MOTION CARRIED

E. Approve Salary Range Adjustment for FY 2014-15

Trustee Shiffler moved to **approve a Salary Range Adjustment of 1.5% for FY 2014-15.** Secretary Shivers seconded the motion.

**ROLL CALL VOTE**

**AYES:** Steel, Lord, Shiffler, Ketterman, Shivers, Andersson

**NAYS:** NONE

**ABSENT:** Adams      **ABSTAIN:** NONE

**MOTION CARRIED**

F. Approve Pool of Monies for Merit Pay Increases for FY 2014-15  
Trustee Shiffler moved to **approve a 2.5% pool of monies for Merit Pay Increases for FY 2014-15**. Secretary Shivers seconded the motion.

This pool of monies for merit pay increases will be distributed as follows on staff anniversary dates:

- 4% - Exceptional
- 3.5% - Exceeds Expectations
- 2.5% - Meets Expectations
- 0% - Needs Improvement and Unacceptable

**ROLL CALL VOTE**

**AYES:** Steel, Lord, Shiffler, Ketterman, Shivers, Andersson

**NAYS:** NONE

**ABSENT:** Adams      **ABSTAIN:** NONE

**MOTION CARRIED**

G. Approve Time Record Policy  
Trustee Shiffler moved to **approve the Time Record Policy**. Secretary Shivers seconded the motion.

**Time Record Policy**

Time records are a legal record of time actually worked. They are to be recorded daily using the time management system ("the system"). Hours recorded must be accurate to the nearest quarter hour. Employees must not clock in or out for other employees.

All non-exempt employees must record the time they arrive and depart including any unpaid meal breaks. Exempt employees must record their arrival and departure times.

All leave time, paid and unpaid, must be recorded in the system. Employees must request approval for pre-planned leave time through the system. Supervisors are responsible for reviewing the scheduling needs of the department and approving or denying leave requests in a timely manner. Paid leave must be earned before it can be used per the Leave Policy. Staff members with paid leave are responsible for ensuring that they have sufficient leave time available.



Supervisors are responsible for recording unscheduled leave in the system as soon as it is reported.

At the end of a pay period, electronic time cards must be approved by both the employee and the supervisor.

**ROLL CALL VOTE**

**AYES:** Steel, Lord, Shiffler, Ketterman, Shivers, Andersson

**NAYS:** NONE

**ABSENT:** Adams      **ABSTAIN:** NONE

**MOTION CARRIED**

**H. Approve Revision to Vacation Policy**

Trustee Shiffler moved to **approve the Revision to Vacation Policy**. Secretary Shivers seconded the motion.

**Delete the following:**

Library Director/Assistant Director

1 2/3 days per month (equivalent to 20 days per year). It is suggested that the Library Director or Assistant Director not take all 20 days consecutively.

Full Time Department Heads

1 ¼ days per month the first through fourth year of employment (equivalent to 15 days per year). 1 2/3 days per month starts accruing at the beginning of the fifth year of employment (equivalent to 20 days per year).

**Insert the following:**

Exempt Employees

1 2/3 days per month (equivalent to 20 days per year). It is suggested that the Library Director or Assistant Director not take all 20 days consecutively.

**ROLL CALL VOTE**

**AYES:** Steel, Lord, Shiffler, Ketterman, Shivers, Andersson

**NAYS:** NONE

**ABSENT:** Adams      **ABSTAIN:** NONE

**MOTION CARRIED**

**I. Approve Compensatory Time Payout**

Trustee Lord moved to **approve payout of compensatory time earned by staff prior to April 10<sup>th</sup> but not taken by the conclusion of the pay period ending June 14<sup>th</sup>, 2014. This payout will be included in the July 2, 2014 pay check**. Trustee Shiffler seconded the motion.

**ROLL CALL VOTE**

**AYES: Steel, Lord, Shiffler, Ketterman, Shivers, Andersson**

**NAYS: NONE**

**ABSENT: Adams ABSTAIN: NONE**

**MOTION CARRIED**

**J. Approve Contract with Roofing Consultant**

**Vice President Ketterman moved to approve the Contract with MacBrady Roofing Consultant for Bidding Administration for Roof Replacement at a cost of \$7,100.**

Trustee Shiffler seconded the motion.

**SCHEDULE OF SERVICES**

**ROOF CONSULTING SERVICES SCOPE OF WORK**

1.01 Bidding Administration for Roof Replacement Scope of Work

Mac Brady Associates, Inc. (MBA) will:

- \*Confirm roof plans and historical documentation provided by Owner,
- \* Obtain interior temperatures & relative humidities, and
- \*Verify roof nomenclature with one core (cutting and repairing the core is not included, as this would be performed by the roofing bidders during the pre-bid meeting)

MBA will specify the new roof system by:

- \*Determining the proper FM attachment method & UL fire rating,
- \*Calculating the dew point & vapor retarder analysis for each section, and
- \*Verifying the required "R" value according to ASHRAE Design 90.1-1989.

MBA will prepare Bidding and Contract Documents in a Project Manual consisting of:

- \*Bidding Requirements,
- \*MBA Contract Forms (Terms and Conditions, Warranties, Required Payment Documents, Change Order Protocol, Bonds, etc) integrated with Owner Contract Forms,
- \*Integrate Supplementary Conditions with Owner General Conditions,
- \*Specifications, and Detail and Roof Plan CAD Drawings.

MBA will:

- \*Submit a Sample Advertisement language to be published (Owner will place ad in publication),
- \*Conduct a Pre-Bid Conference,
- \*Submit Pre-Bid Conference Minutes,
- \*Respond to Requests for Information during bidding phase,
- \*Submit a Bid Analysis of all Bid Proposals.

**ROLL CALL VOTE**

**AYES: Steel, Lord, Shiffler, Ketterman, Shivers, Andersson**

**NAYS: NONE**

**ABSENT: Adams ABSTAIN: NONE**

**MOTION CARRIED**

**At 9:00 p.m., Secretary Shivers left the meeting.**

President Steel appointed Trustee Lord as Secretary Pro Tem for the remainder of the meeting.

**K. Approve Schedule of Meetings for FY 2014-15 Ordinance #2015-1**

Trustee Shiffler moved to **approve the Schedule of Meetings for FY 2014-15, Ordinance #2015-1**. Trustee Lord seconded the motion.

The regular meetings of the Library Board will be held at the Geneva Public Library District, 127 James Street, Geneva, Illinois, at 7:00 p.m. on the following Thursday evenings during the fiscal year:

July 24, 2014  
August 28, 2014  
September 25, 2014  
October 23, 2014  
November 20, 2014  
December 18, 2014  
January 22, 2015  
February 26, 2015  
March 26, 2015  
April 23, 2015  
May 28, 2015  
June 18, 2015

**ROLL CALL VOTE**

**AYES: Steel, Lord, Shiffler, Ketterman, Andersson**

**NAYS: NONE**

**ABSENT: Adams, Shivers ABSTAIN: NONE**

**MOTION CARRIED**

**L. Approve Tentative Budget & Appropriation Ordinance #2015-2**

Trustee Lord moved to **approve the Tentative Budget & Appropriation Ordinance #2015-2**. Trustee Shiffler seconded the motion.

**ORDINANCE #2015-2**

**ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE  
FISCAL YEAR BEGINNING THE 1<sup>ST</sup> DAY OF JULY, 2014 AND  
ENDING THE 30<sup>TH</sup> DAY OF JUNE, 2015**

WHEREAS, The Board of Trustees of the Geneva Public Library District, Kane County, Illinois, has prepared or caused to be prepared a tentative form of the Annual Budget and Appropriation for said Library District for the fiscal year beginning July 1, 2014 and ending June 30, 2015 and the same has been conveniently available for public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Annual Budget and Appropriation Ordinance on July 24, 2014 notice of which was given at least thirty (30) days prior thereto; and

WHEREAS, all other legal requirements have been duly complied with by the Board of Trustees of the Geneva Public Library District;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE GENEVA PUBLIC LIBRARY DISTRICT, IN THE COUNTY OF KANE AND STATE OF ILLINOIS, AS FOLLOWS:

Section 1: That the following sums, or so much thereof as by law be authorized, be and the same are hereby budgeted, set aside and appropriated for the specified Library Purposes for the fiscal year beginning July 1, 2014 and ending June 30, 2015; and the objects and purposes for which said appropriations are made, and the amounts thereby appropriated are as follows:

	<u>Budget</u>	<u>Appropriation</u>
1. CORPORATE PURPOSES (75 ILCS 16/35-5)		
A. Salaries		
Full Time - I.M.R.F.	\$ 1,550,000.00	\$ 2,000,000.00
Part Time - I.M.R.F.	\$ 420,000.00	\$ 600,000.00
Part Time	\$ 380,000.00	\$ 600,000.00
B. Library Materials		
Books	\$ 250,000.00	\$ 500,000.00
Audiovisual	\$ 111,000.00	\$ 250,000.00
Periodicals & Pamphlets	\$ 21,500.00	\$ 40,000.00
Electronic Resources	\$ 205,000.00	\$ 400,000.00
C. Operating Expenses		
Employee Health Insurance	\$ 325,000.00	\$ 500,000.00
Utilities/Gas, Water, Electric, Telephone	\$ 90,000.00	\$ 125,000.00
Furniture & Equipment	\$ 50,000.00	\$ 200,000.00
Computers	\$ 90,000.00	\$ 250,000.00
Supplies	\$ 50,700.00	\$ 75,000.00
Administration Software	\$ 20,000.00	\$ 30,000.00
Personnel Development	\$ 88,000.00	\$ 120,000.00
Postage	\$ 12,000.00	\$ 25,000.00
Repairs	\$ 25,000.00	\$ 50,000.00
Publicity & Printing	\$ 45,600.00	\$ 75,000.00
Programs	\$ 44,000.00	\$ 90,000.00
Legal Fees	\$ 80,000.00	\$ 150,000.00
Contingency	\$ 2,500.00	\$ 20,000.00
Roof Repairs	\$ 0.00	\$ 250,000.00
Bank Charges	\$ 2,000.00	\$ 10,000.00

	<u>Budget</u>	<u>Appropriation</u>
D. Contractual Services		
Photocopier	\$ 21,000.00	\$ 30,000.00
Service Contracts	\$ 70,000.00	\$ 150,000.00
Computer Services	\$ 110,000.00	\$ 150,000.00
Cataloging, Acquisition & Bindery	\$ 45,000.00	\$ 60,000.00
E. Space Needs / Reconfiguration	\$ 0.00	\$ 250,000.00
2. I.M.R.F. (40 ILCS 5/7-105; 7-171)	\$ 250,000.00	\$ 300,000.00
3. SOCIAL SECURITY & FICA (40 ILCS 5/21-110; 21-110.1)	\$ 170,000.00	\$ 220,000.00
4. LIABILITY / UNEMPLOYMENT INSURANCE (745 ILCS 10/9-107)	\$ 42,000.00	\$ 50,000.00
5. AUDIT (75 ILCS 16/30-45; 50 ILCS 310/9)	\$ 10,000.00	\$ 15,000.00
6. 02% BUILDING & MAINTENANCE (75 ILCS 16/35-5)	\$ 61,500.00	\$ 70,000.00
7. WORKING CASH FUND (75 ILCS 16/35-35)	\$ 0.00	\$ 200,000.00
8. EXPENDITURE OF DEVELOPER'S DONATION	\$ 3,300.00	\$ 600,000.00
9. EXPENDITURE OF FABYAN FOUNDATION	\$ 15,000.00	\$ 70,000.00
10. FRIENDS OF THE LIBRARY DONATION	\$ 15,000.00	\$ 400,000.00
11. GIFTS AND MEMORIALS	\$ 1,000.00	\$ 100,000.00
12. CAPITAL IMPROVEMENT	\$ 64,187.00	\$ 200,000.00
13. LIBRARY FOUNDATION	\$ 1,000.00	\$ 100,000.00
13. LAND ACQUISITION / BANK LOAN	\$ 2,172,000.00	\$ 3,000,000.00
TOTAL	\$ 6,913,287.00	\$11,447,000.00

Section 2: As part of the Annual Budget, it is stated:

(a) That the cash on hand in all funds at the beginning of the fiscal year is \$2,860,696.00.

(b) That the estimated cash expected to be received during the fiscal year from all sources is \$4,681,247.00 (tax revenues plus receipts from other sources).

- (c) That the estimated expenditures for the fiscal year are \$6,913,287.00.
- (d) That the estimated cash expected to be on hand at the end of the fiscal year is \$628,656.00.
- (e) That the estimated amount of taxes to be received by THE GENEVA PUBLIC LIBRARY DISTRICT during the fiscal year is \$4,506,599.00.
- (f) That the estimated amount of income to be received from sources other than library taxes for the fiscal year is \$174,648.00.

Section 3: Transfers from one appropriation of any amount specified for any object and purpose, not affecting the total amount appropriated may be made at any meeting of the Board by ordinance enacted by 2/3 vote of all the Trustees. By a like vote, the Board may by ordinance make appropriations in excess of those authorized by the budget in order to meet an immediate unforeseen emergency.

Section 4: The Board has a Special Reserve Fund and the unexpended balances from the proceeds received from library taxes may be accumulated in the Special Reserve Fund.

Section 5: The Secretary of the Geneva Public Library District is hereby authorized and directed to publish this Ordinance at least once in a newspaper of general circulation in the district.

Section 6: This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

Passed by the Board of Trustees of the Geneva Public Library District and approved by the President the 24<sup>nd</sup> day of July, 2014, pursuant to roll call vote as follows:

**ROLL CALL VOTE**

**AYES: Steel, Lord, Shiffler, Andersson**

**NAYS: NONE**

**ABSENT: Adams, Shivers ABSTAIN: Ketterman**

**MOTION CARRIED**

M. Approve Prevailing Wage Ordinance Ordinance #2015-3

Trustee Lord moved to **approve the Prevailing Wage Ordinance #2015-3**. Trustee Shiffler seconded the motion.

**ROLL CALL VOTE**

**AYES:** Steel, Lord, Shiffler, Andersson

**NAYS:** NONE

**ABSENT:** Adams, Shivers      **ABSTAIN:** Ketterman

**MOTION CARRIED**

N. Set Foundation/Trustee schedule for July and August 2014.

President Steel will attend the July meeting. Trustee Shiffler will attend the August meeting.

O. Approve payment of invoice to Ottosen Britz

Trustee Shiffler moved to **approve payment of \$2691.00 to Ottosen Britz**. Vice President Ketterman seconded the motion.

**ROLL CALL VOTE**

**AYES:** Steel, Lord, Shiffler, Ketterman, Andersson

**NAYS:** NONE

**ABSENT:** Adams, Shivers      **ABSTAIN:** NONE

**MOTION CARRIED**

**XIV.** Other New Business

Due to the resignation of Trustee Steven Andersson, a new trustee needs to be appointed. New Director Lazaris will advertise the vacancy.

**XV.** Public and Trustee Comments

None

**XVI.** Future Agenda Items

None

At 9:15, Trustee Lord moved to **adjourn to Closed Session for discussion of Matters pertaining to the purchase or lease of real property for the use of the public body 5 ILCS 120/2 (c) (5)**. Trustee Shiffler seconded the motion.

**ROLL CALL VOTE**

**AYES:** Steel, Lord, Shiffler, Ketterman, Andersson

**NAYS:** NONE

**ABSENT:** Adams, Shivers                      **ABSTAIN:** NONE

**MOTION CARRIED**

At 9:37 p.m. Treasurer Andersson moved to reconvene to Regular Meeting. Trustee Shiffler seconded the motion.

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

**ABSENT:** Adams, Shivers                      **ABSTAIN:** NONE

**MOTION CARRIED**

**XVII. ADJOURNMENT**

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

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

**ABSENT:** Adams, Shivers                      **ABSTAIN:** NONE

**MOTION CARRIED**

The meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 9:38 p.m.

Respectfully submitted,



\_\_\_\_\_  
**Susan D. Shivers, Secretary**



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



**GENEVA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES SPECIAL CLOSED MEETING  
June 26, 2014**

**Portion of Closed Minutes Released to Open Minutes Upon Board Approval  
at November 20, 2014 Board Meeting**

**PRESENT:** President Esther Steel, Vice President Travis Ketterman, Treasurer Steven Andersson, Trustee Pat Lord, Trustee Bob Shiffler, Interim Director Marilyn Boria, Assistant Director Peggy Carlson, New Director Christine Lazaris

**ABSENT:** Secretary Shivers, Trustee Adams

**LATE ARRIVALS:** None.

President Steel opened the meeting at 9:15 p.m.

The city of Geneva indicated that they are paying \$10,000 per year to lease the parking lot behind City Hall and the Library. They are considering not paying this anymore because it is their understanding that it is mostly Library staff that is using the spaces. The Library may want to consider taking over this lease.

The Board agreed to reconvene in open session at 9:37 p.m.

Respectfully submitted,

\_\_\_\_\_  
Patricia Lord, Secretary Pro Tem

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