

**MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
July 24, 2014**

IV. B.

PRESENT: President Esther Steel, Vice President Travis Ketterman, Treasurer Bob Shiffler, Secretary Susan Shivers, Trustee Pat Lord, Trustee Mark Adams and Library Director Christine Lazaris also was present.

ABSENT: None

ALSO PRESENT: Staffers Peggy Carlson and Debbie Walsh, Jennifer Bruggeman, Sue Blakemore and Brenda Schory.

I. CALL TO ORDER

President Steel opened the Regular Meeting of the Board of Trustees of the Geneva Public Library District at 7:03 p.m. Roll call was taken.

II. PLEDGE OF ALLEGIANCE
(Recited during Budget Hearing)

III. CHANGES IN THE AGENDA
There were no changes in the agenda.

IV. APPROVAL OF THE MINUTES

Vice President Ketterman **moved that the Board approve the Minutes of the Regular Board Meeting of June 26, 2014, the Closed Session Board Meeting of June 26, 2014, and the Committee of the Whole Meeting on June 23, 2014.** Secretary Shivers seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT:

ABSTAIN: NONE

MOTION CARRIED

V. TREASURER'S REPORT

The budget reflects the closing of fiscal year. Funds were managed well by staff.

Secretary Shivers inquired as to why there were bank charges. Director Lazaris will look into this question.

Secretary Shivers **moved to approve the Treasurer's Report as presented and to enter the Trial Balance ending June 30, 2014 into the Public Record.** Treasurer Shiffler seconded the motion.

ROLL CALL VOTE

AYES: Steel, Lord, Shiffler, Ketterman, Shivers, Adams

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

VI. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY

Regarding the patron suggestion that we purchase blu-ray format, discussion indicated that staff had made a recommendation not to purchase this format. The library has a collection development policy which addresses the annual process of evaluating formats. The Board was impressed by the turn out and execution of the Ice Cream Social.

VII. COMMITTEE & LIAISON REPORTS

- A. Foundation Liaison – Director Lazaris indicated that the next Speaker Series will be held on September 17th featuring Jan Kiekhefer from the Frank Lloyd Wright Preservation Trust. The November speaker has not yet been announced. The next meeting will be August 7. Treasurer Shiffler will attend. Director Lazaris will look into whether any Trustees have been scheduled for the September meeting.
- B. LINC Liaison – Director Lazaris reported that LINC resolved the ongoing issue of lost and paid reimbursements between libraries by making no change to the current policy, since they do not have jurisdiction without a new intergovernmental agreement. She indicated that she participated in a LINC Board development session with Kathryn Deiss, and also that LINC was using a consultant to do focus groups for strategic planning.

VIII. PRESIDENT'S REPORT

President Steel discussed the perceived usage of the parking lot adjacent to the Library by our employees. The City of Geneva leases this lot for \$10,000 per year. The City has suggested that we contribute to the cost of this lease. The Board asked Director Lazaris to research usage by staff of this space. Director Lazaris indicated that the new owners of the RAILS property, Batavia Enterprises, will continue to lease the parking spaces to the Library for the near future.

IX. LIBRARIAN'S REPORT

Director Lazaris expressed her appreciation at the opportunity to serve as Director. She has spent the first few weeks getting to know the staff and community members and has participated in community events such as Swedish Days, the Ice Cream Social and Shakespeare in the Park. She discussed various new initiatives she has undertaken during her first month of leadership: staff SWOT analysis regarding examining critically our library services and offerings through the user's perspective and the creation of several cross departmental teams to address specific issues. The debut of the newly formatted Librarian's report was well received by Board members. Next month, statistics for the fiscal year will be presented.

X. UNFINISHED BUSINESS

Roof update: Attorney Ritzman has looked at the contract and has some suggestions for supplementary conditions. Trustees selected the architectural shingle type for the specifications to be required for the bid notice. Shingle color would be selected at a later time. Timeline is as follows: the ad for contractors will be printed next week and a prebid meeting will be held on August 14th, with the contractor bids due on September 3rd.

Vice President Ketterman **moved to solicit bids for roof replacement using architectural shingles.** Trustee Lord seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

XI. NEW BUSINESS

- A. Approve Budget and Appropriation Ordinance #2015-2 w/Certificate of Estimated Revenues
Treasurer Shiffler **moved to approve the Budget and Appropriation Ordinance #2015-2 w/Certificate of Estimated Revenues.** Vice President Ketterman seconded the motion.

ORDINANCE #2015-2

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

WHEREAS, The Board of Library 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 Library Trustees of the Geneva Public Library District;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF LIBRARY 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 Fund Expenses		
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
Building & Roof Repairs	\$ 0.00	\$ 750,000.00
Bank Charges	\$ 2,000.00	\$ 10,000.00
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
F. Capital Improvements	\$ 64,187.00	\$ 200,000.00
G. Land Acquisition	\$ 2,172,000.00	\$ 3,000,000.00
2. I.M.R.F. Expense	\$ 250,000.00	\$ 300,000.00
3. Social Security & FICA Expense	\$ 170,000.00	\$ 220,000.00
4. Liability/Unemployment Insurance Expense	\$ 42,000.00	\$ 50,000.00
5. Audit Expense	\$ 10,000.00	\$ 15,000.00

6. 02% Building & Maintenance Expense	\$ 61,500.00	\$ 70,000.00
7. Working Cash Fund	\$ 0.00	\$ 200,000.00
TOTAL	\$ 6,877,987.00	\$11,555,000.00

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 \$6,418,970.
- (b) That the estimated cash expected to be received during the fiscal year from all sources is \$4,665,898.00 (tax revenues plus receipts from other sources).
- (c) That the estimated expenditures for the fiscal year are \$6,877,987.
- (d) That the estimated cash expected to be on hand at the end of the fiscal year is \$4,206,881.
- (e) That the estimated amount of taxes to be received by The Geneva Public Library District during the fiscal year is \$4,506,050.00.
- (f) That the estimated amount of income to be received from sources other than library taxes for the fiscal year is \$159,848.00.

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 Library Trustees of the Geneva Public Library District the 24th day of July, 2014, pursuant to roll call vote as follows:

ROLL CALL VOTE

AYES: Steel, Lord, Shiffler, Ketterman, Shivers, Adams

NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

B. Approve .02 Building and Maintenance Ordinance #2015-4

Vice President Ketterman **moved to Approve .02 Building and Maintenance Ordinance #2015-4**. Treasurer Shiffler seconded the motion.

ORDINANCE #2015 - 4
AN ORDINANCE DETERMINING TO
LEVY AN ADDITIONAL TAX OF .02%
FOR THE 2014 –2015 FISCAL YEAR

WHEREAS, The Illinois Public Library District Act, specifically 75 ILCS 16/35-5 thereof, authorizes the Board of Trustees to levy a special tax in addition to the annual public library district tax for the purchase of sites and buildings, for construction and equipment of buildings, for rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment; and

WHEREAS, the amount of said special tax as set forth in said 75 ILCS 16/35-5 is .02% of the value of all of the taxable property in the District as equalized or assessed by the Department of Local Government Affairs; and

WHEREAS, The Board of Trustees deems it advisable and necessary to levy said special tax for the 2014-2015 fiscal year for the purposes set forth; and

WHEREAS, The Board of Trustees has determined to levy said special tax;

NOW, THEREFORE, BE IT ORDAINED AND DETERMINED by the Board of Trustees of the Geneva Public Library District that for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for the maintenance, repairs and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District, as equalized or assessed, shall be levied for the fiscal year 2014-2015.

FURTHER, a copy of this ordinance shall be published in The *Geneva Republican* within 15 days after the date of adoption in the form provided by law.

FURTHER, this Ordinance shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this 24th day of July, 2014, pursuant to a roll call vote as follows:

ROLL CALL VOTE

AYES: Steel, Lord, Shiffler, Ketterman, Shivers, Adams

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

C. Per Capita Board Requirement

Director Lazaris reported that the Library applies for this grant every year and requirements vary annually. This year, Board members must review collection management policies which will be discussed at next month's Board meeting. Treasurer Shiffler agreed to complete the Edge Assessment webinar requirement.

D. Approve payment of invoice to Ottosen Britz

Treasurer Shiffler **moved to approve payment of \$9,572.57 to Ottosen Britz.** Trustee Lord seconded the motion.

Trustees agreed that in the future the detailed information regarding the invoice will not be sent in advance, but will just be included in the board packet.

ROLL CALL VOTE

AYES: Steel, Lord, Shiffler, Ketterman, Adams

NAYS: Shivers

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

E. Approve payment of invoice to Pergrime Stime

Trustee Lord **moved to approve payment of \$2,208.31 to Pergrime Stime.** Treasurer Shiffler seconded the motion.

ROLL CALL VOTE

AYES: Steel, Lord, Shiffler, Ketterman, Adams

NAYS: Shivers

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

XII. OTHER NEW BUSINESS

None

XIII. PUBLIC AND TRUSTEE COMMENTS

Trustee Adams noted that patrons have noticed the improvement in the appearance of the cork floor. Also, he indicated that patrons have commented that the Library staff is friendly and energetic. Trustee applications are being distributed for the vacancy created by the resignation of former Treasurer Steven Andersson. Interviews will be set up with candidates on August 11th and/or August 13th. Trustees will submit potential interview questions to Director Lazaris.

XIV. FUTURE AGENDA ITEMS
None

At 7:52 p.m., Secretary Shivers **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 Lord seconded the motion.

ROLL CALL VOTE

AYES: Steel, Lord, Shiffler, Ketterman, Shivers, Adams

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

At 9:23 p.m. Vice President Ketterman **moved to reconvene to Regular Meeting.** Trustee Lord seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Shivers

ABSTAIN: NONE

MOTION CARRIED

XV. ADJOURNMENT

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

AYES: ALL

NAYS: NONE

ABSENT: Shivers

ABSTAIN: NONE

MOTION CARRIED

The meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 9:24 p.m.

Respectfully submitted,



Susan D. Shivers, Secretary



Esther Steel, President