

IV - A

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
August 28, 2014

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.

ABSENT: None

ALSO PRESENT: Staffers Debbie Walsh and Marge Clark, Trustee-elect Zachary Ploppert, Michele Sheahan, Ashlee Tyberg, and Paul Ploppert.

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 and all were present.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN THE AGENDA

President Steel changed the agenda by moving items XI-A. Approve Resolution 2015-1 Declaring a Vacancy, XI-B. Approve Resolution 2015-2 Filling a Library Vacancy, and XI-C. Swearing in of Trustee to Fill Vacancy, to follow IV. Approval of Minutes.

IV. APPROVAL OF THE MINUTES

Secretary Shivers moved to approve the **Minutes of the Budget Hearing on July 24, 2014, Regular Board Meeting on July 24, 2014, Closed Session Board Meeting on July 24, 2014, Special Board Meeting on August 13, 2014, Closed Session of Special Board Meeting on August 13, 2014, Special Board Meeting on August 20, 2014, and Closed Session of Special Board Meeting on August 20, 2014.** Vice President Ketterman seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

XI. NEW BUSINESS

A. Approve Resolution 2015-1 Declaring a Vacancy

Vice President Ketterman moved to approve **Resolution 2015-1 Declaring a Vacancy.** Trustee Lord seconded the motion.

RESOLUTION NO. 2015-1

RESOLUTION DECLARING A VACANCY

(Steven Andersson Vacancy)

WHEREAS, Steven Andersson (Andersson) was previously elected as a Library Trustee at the election in April, 2013 for a four year term which term expires in April, 2017; and

WHEREAS, Andersson recently submitted his resignation; and

WHEREAS, the Public Library District Act of 1991, 75 ILCS 16/1-1 et seq. (the "Act"), provides that vacancies in the office of Library Trustee shall be declared by the Library Board when a Library Trustee declines to serve; and

WHEREAS, under the Act, vacancies shall be filled by appointment of the remaining Library Trustees until the next regular library election.

NOW, THEREFORE, BE IT RESOLVED by the Library Trustees of the Geneva Public Library District that the Library Trustees:

- A. Declare a vacancy in the office of Library Trustee;
- B. Intend to fill the vacancy by appointment until the next regular election in April, 2015;
- C. Understand that, at the election in April, 2015, a Library Trustee will be elected for the remainder of Andersson's term which term expires in April, 2017.

ADOPTED this 28th day of August 2014, pursuant to a vote as follows:

ROLL CALL VOTE:

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

NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

- B. Approve Resolution 2015-2 Filling a Library Vacancy
Treasurer Shiffler **moved to approve Resolution 2015-2 Filling a Library Vacancy.**
Vice President Ketterman seconded the motion.

RESOLUTION NO. 2015 – 2
RESOLUTION FILLING A VACANCY
(Steven Andersson Vacancy)

WHEREAS, Steven Andersson. (Andersson) was previously elected as a Library Trustee at the election in April, 2013 for a four year term which term expires in April, 2017; and

WHEREAS, Andersson recently submitted his resignation; and

WHEREAS, the Public Library District Act of 1991, 75 ILCS 16/1-1 et seq. (the "Act"), provides that vacancies in the office of Library Trustee shall be declared by the Library Board when a Library Trustee declines to serve; and

WHEREAS, the Library Trustees, by Resolution No. 2015-1, adopted August 28, 2014 declared a vacancy in the office of Library Trustee; and

WHEREAS, under the Act, vacancies shall be filled by appointment of the remaining Library Trustees until the next regular library election.

NOW, THEREFORE, BE IT RESOLVED by the Library Trustees of the Geneva Public Library District that the Library Trustees appoint Zach Ploppert to fill the vacancy until the next regular election in April, 2015 at which time a Library Trustee will be elected to serve the remainder of Andersson's term which term expires in April, 2017.

Adopted this 28th day of August 2014, pursuant to a vote as follows:

ROLL CALL VOTE:

AYES: Steel, Lord, Shiffler, Ketterman, Adams

NAYS: Shivers

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

C. Swearing-in of Trustee to fill a vacancy

President Steel administered the Oath of Office of Geneva Public Library District Trustee to Zachary Ploppert. The Board welcomed Trustee Ploppert as the newest member.

V. TREASURER'S REPORT

Treasurer Shiffler stated that the report represents the first month of the fiscal year and so it is difficult to see any trends as this time. He noted the high level of expense in the salary line is a result of a three pay period month. He noted that deferred real estate receipts received in May and June 2014 in the amount of \$2,274,488.24 were transferred into applicable accounts for the current fiscal year. The Library received personal property replacement tax of \$5,858.52, made a credit card payment of \$3,469.12, moved \$4,000.00 into the flexible spending account and transferred a real estate tax distribution of \$72,801.13 from Illinois Funds/US Bank into the MB Money Market account. Secretary Shivers raised a question about bank fees. Treasurer Shiffler explained these are fees the Library pays as a result of accepting credit card payments for fines and fees.

Secretary Shivers **moved to approve the Treasurer's Report and to enter the Trial Balance ending July 31, 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

There were no public comments.

Trustees reviewed written patron suggestions. Trustee Lord thought the suggestion to include the Library's phone number on renewal slips was a good idea. Director Lazaris responded that

staff is currently looking into this possibility. President Steel noted that we have heard the suggestion about account terminology such as “delinquent” in the past. Director Lazaris responded that this has been investigated and at this point in time the software does not allow this level of customization. Treasurer Shiffler asked for clarification regarding “new” new books. Director Lazaris explained that kiosks formerly devoted to forthcoming books are now stocked with new books available for immediate checkout. President Steel asked about Spanish language collections. The patron did not leave a name or phone number for follow-up.

VII. COMMITTEE & LIAISON REPORTS

A. Foundation Liaison

Treasurer Shiffler reported that he attended the Foundation meeting on August 7. He passed out Foundation bookmarks, informed the Board that the Foundation has approximately \$113,000 in total assets, noted the next speaker event will be held on September 17 and shared information about the Library’s support of the event with a book discussion and other activities. Treasurer Shiffler also noted the Foundation’s desire to have every Trustee be a contributor to the Foundation and the Foundation’s offer of a matching gift up to the first \$50.00. President Steel will attend the Foundation’s Board meeting on September 4 and Trustee Ploppert will attend the meeting on October 2.

B. LINC Liaison

Director Lazaris reported that LINC is continuing their work with a strategic planning consultant. The Board of Directors received a very comprehensive report on the consultant’s findings. Directors will be meeting for a full day planning session on September 12 in West Chicago.

VIII. PRESIDENT’S REPORT

President Steel noted that she contacted all of the candidates that were not selected for Trustee vacancy about their desire to participate in Foundation activities. President Steel noted that four of five candidates expressed desire to participate in Foundation activities.

President Steel appointed Trustee Lord and Trustee Ploppert to review closed minutes. She will meet with Trustee Ploppert and Director Lazaris to review the process.

IX. LIBRARIAN’S REPORT

A. Librarian’s Report

Director Lazaris updated the Board on the Library’s participation in community-wide events such as the Literary Evening of Wine and Writers and the upcoming Storytelling and Folk Festival. She noted staff will be attending back-to-school events and for the first time will be offering library card registration opportunities at these visits. Staff from multiple departments received training to offer this service in time for National Library Card Sign-up month in September. Other venues for off-site card registration include the Senior Center, Downtown Merchant Meetings and the Green Market. Director Lazaris reported on current building issues, including the leaking sprinkler system, plans for cleaning bathroom grout and repairs to the book drops. Director Lazaris took questions from Trustees. Vice President Ketterman and Trustee Adams asked about statistics regarding computer usage in the Library. Director Lazaris spoke of the need to follow usage trends and to plan services

responsively. Trustee Lord expressed gratitude to the Friends for their donation of a new flatscreen and software for displaying Library events.

B. Annual Statistical Summary

Director Lazaris reviewed the annual statistical summary. She explained that the report is a graphical representation with trend analysis of 48 months worth of data previously shared with the Board monthly via Excel spreadsheets. She spoke of upward trends in electronic usage and adult programming. Director Lazaris took questions from Trustees. Secretary Shivers asked about declining statistics in various categories. Trustee Adams asked about collection sizes and usage by audience.

C. Annual Library Goals and Objectives

Director Lazaris reviewed the Annual Library Goals and Objectives document. She explained that the content of the document was based on SWOT discussions she led with staff, informal conversations with community members and statistical analysis. Categories for initiatives include Collections, Technology, Programming and Outreach, and Planning and Library Organizational Structure. The document was developed with Department Heads and represents a roadmap for the remainder of this fiscal year. Project teams will be formed for implementation and project managers will report on progress in six months and at the end of fiscal year 2015. Director Lazaris took questions from Trustees. Trustees appreciated seeing a strategic approach to tackling projects. Trustee Lord thanked staff for working on this and urged Director Lazaris to come back to the Board when financial commitment may be needed to accomplish goals and objectives. Director Lazaris stated her belief that the planning initiative may fall in that category as the use of consultants was not fully budgeted. Trustee Lord gave a suggestion regarding informational opportunities for the website. Director Lazaris noted that providing a welcoming online experience is included in the technology initiative of the annual goals and objectives.

D. Material Response Request

Director Lazaris reviewed a recent request by a patron for a material response. She explained that a committee was formed to review the specific request and made recommendations. After reviewing the committee's report, Director Lazaris made the decision to retain the material in the youth collection. The patron is of course welcome to bring any additional concerns directly to the Board.

X. UNFINISHED BUSINESS

A. Roof Update

Director Lazaris informed the Board about ongoing activity with the roof consultant. The prebid meeting occurred on August 14 at which time seven contractors met with Melissa Leib of Mac Brady Associates to review bid requirements and logistical issues. Bids are due by 2:00 p.m. on September 3. Leib will put together a bid analysis and give recommendations at a Special Board meeting to be held at 6:00 p.m. on September 11. This will conclude Mac Brady's bidding administration work with the Library District. Secretary Shivers requested copies of the bids. Treasurer Shiffler requested a summary of bids be sent to all Board members. Secretary Shivers requested to have any questions regarding the bids shared with the full Board.

- B. Approve Revised Letter of Engagement for additional auditing services
Vice President Ketterman **moved to approve the revised Letter of Engagement for additional auditing services.** Secretary Shivers seconded the motion.

Director Lazaris explained that when the Board previously engaged in auditing services with Sikich, the Library had a Business Manager on staff who intended to do the end of the year conversion of District financial information from cash basis accounting to modified accrual/accrual basis accounting. With the departure of the Business Manager the Library is not currently equipped to complete this work in house.

Treasurer Shiffler asked for further explanation about the conversion from cash basis accounting. Director Lazaris explained this was part of the annual audit and would not change day-to-day Library operations.

ROLL CALL VOTE:

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

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

XI. NEW BUSINESS

- A. Approve Resolution 2015-1 Declaring a Vacancy
Resolution 2015-1 was approved earlier in meeting.
- B. Approve Resolution 2015-2 Filling Library Vacancy
Resolution 2015-2 was approved earlier in meeting.
- C. Swearing-in of Trustee to fill vacancy
Trustee Ploppert took Oath of Office earlier in meeting.
- D. Board Committee Appointments
President Steel explained that appointment of a new Trustee was an opportunity to review committee appointments.

Board committee appointments were made as follows:

Automation/Technology: Adams, Shiffler, Ploppert

Finance: Shiffler, Shivers, Lord

Building and Grounds: Lord, Ploppert, Shiffler

Personnel: Shiffler, Shivers, Adams

Policy: Ketterman, Shivers, Adams

Intergovernmental: Steel, rotating

Legislative: Ketterman

Foundation: Rotating
Long Range Plan: Steel, All

The first Trustee listed represents committee chair. President Steel is a member of all committees.

E. Approve Annual Report for Submission to State Library

Secretary Shivers **moved to approve the Annual Report for submission to State Library.** Trustee Lord seconded the motion.

Director Lazaris explained that the Annual Report (IPLAR) is submitted to the State Library every year by every public library in Illinois. She noted that the data can be found online for the Library as well as other libraries and be compared should anyone want to look at it further. President Steel remarked on thoroughness of the report and Director Lazaris noted and thanked Assistant Director Peggy Carlson for her work on the report. Treasurer Shiffler asked if every staff person is listed in the report and Director Lazaris said she would follow up with Assistant Director Carlson regarding report requirements.

ROLL CALL VOTE:

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

NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

F. Approve parking lease for 10 spaces with Batavia Enterprises

Treasurer Shiffler **moved to approve parking lease for 10 spaces with Batavia Enterprises.** Trustee Lord seconded the motion.

Trustee Lord questioned if a five day termination notice was enough. Director Lazaris noted that the contract was revised to have a mutual termination option. Secretary Shivers expressed her belief that employees should pay for parking spaces. Trustee Lord and Vice President Ketterman expressed the belief that freeing up more street parking is a benefit to the public.

ROLL CALL VOTE:

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

NAYS: Shivers

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

G. Approve Temporary accounting assistance

Secretary Shivers **moved to approve temporary accounting assistance.** Treasurer Shiffler seconded the motion.

Director Lazaris explained that in the absence of a Business Manager the Library is in need of additional accounting services. Lauterbach and Amen (L&A) were recommended by the Library's auditor Sikich and by other libraries. L&A offers full financial accounting services and specializes in working with small units of government. Trustees engaged in conversation about the time frame for approved assistance. Treasurer Shiffler expressed a desire to have a four to five month time frame. Vice President Ketterman expressed his desire to allow Director Lazaris the option to use L&A through January 2015 which would allow for a 30 day termination to be given in December 2014. Secretary Shivers questioned the proposal for 40 hours per month of service. Director Lazaris explained that L&A gave the recommendation of 40 hours based on conversations about current Library processes. Roll call was taken with no modification regarding timeframe.

ROLL CALL VOTE:

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

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

H. Approve closing Library for Staff Inservice Day on January 9, 2015

Trustee Lord **moved to approve closing the Library for Staff Inservice Day on January 9, 2015.** Trustee Ploppert seconded the motion.

ROLL CALL VOTE:

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

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

I. Library Standards and Fiscal Climate Review for Per Capita Grant

Board of Trustees reviewed library standards for collection management and resource sharing as defined by *Serving our Public 3.0: Standards for Illinois Public Libraries*, 2014 as well as the District's fiscal climate as part of the Per Capita Grant application process.

Director Lazaris noted that Staffers Debbie Walsh and Kristi Miller prepared a report on the Library's performance against the standards set out in *Serving our Public 3.0*. The Library previously fell short on recommended collection spending but rectified that with the current

year's budget. Trustees discussed the Library's fiscal climate and how the Library is meeting the needs of the public based on last year's environmental scan by the Board of Trustees.

Secretary Shivers left the meeting at 8:23 p.m. President Steel appointed Trustee Adams Secretary Pro Tem.

J. Approve payment of invoice to Ottosen Britz

Treasurer Shiffler **moved to approve payment of \$512.16 to Ottosen Britz.** Trustee Ploppert seconded the motion.

ROLL CALL VOTE:

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

NAYS: NONE

ABSENT: Shivers

ABSTAIN: NONE

MOTION CARRIED

K. Consideration of PAC Opinion and possible release of minutes

President Steel asked Trustees if they wanted to consider the recent PAC opinion and possible release of minutes.

At 8:24 p.m. Trustee Ploppert **moved to adjourn to Closed Session for discussion of Pending litigation/Review of PAC Opinion 5 ILCS 120/2 (c) (11).** Treasurer Shiffler seconded the motion.

ROLL CALL VOTE:

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

NAYS: NONE

ABSENT: Shivers

ABSTAIN: NONE

MOTION CARRIED

At 8:42 p.m. Treasurer Shiffler **moved to reconvene to Regular Meeting.** Trustee Ploppert seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Shivers

ABSTAIN: NONE

MOTION CARRIED

XII. OTHER NEW BUSINESS
None

XIII. PUBLIC AND TRUSTEE COMMENTS
None

XIV. FUTURE AGENDA ITEMS
None

XV. ADJOURNMENT

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

AYES: ALL

NAYS: NONE

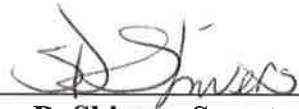
ABSENT: Shivers

ABSTAIN: NONE


MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 8:45 p.m.

Respectfully submitted,



Susan D. Shivers, Secretary



Esther Steel, President

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES CLOSED MEETING
August 28, 2014

Closed Minutes Released to Open Minutes Upon Board Approval
at July 23, 2015 Board Meeting

PRESENT: President Esther Steel, Vice President Travis Ketterman, Treasurer Bob Shiffler, Trustee Pat Lord, Trustee Mark Adams, Trustee Zachary Ploppert, and Library Director Christine Lazaris

ABSENT: Secretary Susan Shivers

President Steel opened the meeting at 8:25 p.m.

Trustees received a memorandum on August 21, 2014 from Attorney Roger Ritzman addressing a recent determination letter from the Public Access Counselor (PAC) dealing with the disclosure of contracts with and reports from the Library's environmental consultant (Aires Consulting). The PAC's determination letter was issued following a request by Brenda Shory for review by the PAC of the Library's decision to redact portions of the contracts with Aires Consulting and refusing to disclose reports prepared by Aires.

President Steel reviewed her understanding of the determination as explained to her by Attorney Ritzman. She stated the opinion is non-binding and Attorney Ritzman explained that the Library does not have to release anything. Trustees engaged in conversation about content contained within the contracts and reports from Aires as well as rationale for releasing information.

Vice President Ketterman instructed Director Lazaris to respond to the FOIA request by Brenda Shory in accordance with the consensus of the Board. Trustee Lord expressed the consensus of the Board and directed Director Lazaris to release the April 23, 2013 Aires letter written to Matt Teske and the revised April 23, 2013 letter written to Matt Teske to Brenda Shory.

Treasurer Shiffler **moved to adjourn the closed session and return to open session.** Trustee Ploppert seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Shivers

ABSTAIN: NONE

MOTION CARRIED

The closed meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 8:42 p.m.

Respectfully submitted,

Mark Adams, Secretary Pro Tem

Esther Steel, President