

LV-A

**MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
September 25, 2014**

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

ABSENT: None

ALSO PRESENT: Assistant Director Peggy Carlson, Staffer Debbie Walsh.

I. CALL TO ORDER

President Steel opened the Regular Meeting of the Board of Trustees of the Geneva Public Library District at 7:02 p.m. Roll call was taken and all were present.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN THE AGENDA

President Steel cancelled the closed session.

IV. APPROVAL OF THE MINUTES

Secretary Shivers moved to approve the Minutes of the Regular Board Meeting on August 28, 2014, Closed Session Board Meeting on August 28, 2014, Special Board Meeting on September 11, 2014, and Special Board Meeting on September 18, 2014. Treasurer Shiffler seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

V. TREASURER'S REPORT

Treasurer Shiffler noted that the one of the reports now shows both monthly and yearly financial data; this data was previously in two reports. He reported that funds were transferred in the amount of \$83,685.57 on August 12 and \$84,946.84 on August 26 from the MB Money Market Account to the MB Checking Account for payroll liabilities; a payment was made to the Chase credit card for \$3,027.51 on August 14; Personal Property Replacement Tax was collected in the amount \$630.18 and transferred from Illinois Funds to MB Money Market Account on August 18; Real Estate Tax Distribution was collected in the amount of \$90,504.57 and transferred from Illinois Funds to MB Money Market Account on August 20; and total library revenue for August excluding taxes was \$6,206.14.

Trustee Adams asked if the payment to the City of Geneva for utilities is monthly to which Treasurer Shiffler responded yes.

Secretary Shivers **moved to approve the Treasurer's Report and to enter the Trial Balance ending August 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.

VII. COMMITTEE & LIAISON REPORTS

A. Foundation Liaison

Director Lazaris reported that she and President Steel attended the Foundation Meeting on September 4. The recent speaker series event on September 17 was a huge success. The next Foundation meeting will be held on October 2; Trustee Craft is scheduled to attend.

B. LINC Liaison

Director Lazaris reported that she attended an all day meeting of the Board of Directors of LINC on September 12 at West Chicago. The focus of the day was on working with LINC's consultant to develop the framework for a strategic plan. Some topics covered were: looking at options for growth of the consortium, evaluating options for shared cataloging, considering future vendor options, and defining core services.

C. Intergovernmental Liaison

President Steel and Director Lazaris attended the Intergovernmental Meeting held at District 304 on September 10. President Steel provided updates regarding personnel at the City and construction projects around town. District 304 is providing tablets to 5th graders and will continue this with incoming classes. All day kindergarten at the District is going well. The Park District has seen great attendance at their facilities this summer. The next meeting is scheduled for 6:00 p.m. on November 12th at City Hall; Trustee Craft is scheduled to attend.

VIII. PRESIDENT'S REPORT

None.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Lazaris reported that she is continuing her work with staff to familiarize everyone with the annual goals and objectives. She is working with staff to assign project managers and develop implementation teams. She also reported that staff is actively working on the winter newsletter and to look for more technology and adult programming, including classes on social media, Skype, and digital offerings at the Library. She informed the Board that the leaking sprinkler issue was resolved with a maintenance call, more bathroom grout cleaning is scheduled for October 6 and 7, and that repairs are needed for replacing the swing operator on the building's outside handicapped door. Director Lazaris also informed the

Board regarding notice of Library Impact Fees from two different developers planning construction of new townhomes.

Trustee Adams asked about policies for obtaining library cards by local business owners. Director Lazaris will follow up with the Board about the Library's policy.

B. Pew Research Center Report

Director Lazaris shared a report from the Pew Research Center about the use of libraries by Millennials. She stated that the report brings forward useful information for planning such as the statistics that 98% of people under 30 use the Internet. Another point of interest is that Millennials are similar to their elders in their quantity of reading. Director Lazaris noted that the relevance of libraries is not diminished by the digital era but rather offers new opportunities for providing services. Discussion about adequate bandwidth for meeting the needs of users in the digital era followed.

C. Material Response Request

Director Lazaris reviewed a recent request for material response. Discussion about censorship followed.

X. **UNFINISHED BUSINESS**

None

XI. **NEW BUSINESS**

A. Approve Per Capita Grant Application for State Library

Trustee Lord **moved to approve the Per Capita Grant Application to the State Library.**
Trustee Craft seconded.

Questions were raised regarding the stated tax rate on the application. Director Lazaris stated the figure in question was a typo and would be corrected.

ROLL CALL VOTE:

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

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

- B. Election Information/Approve Deputizing Library Director to act as local election official
Trustee Craft **moved to approve deputizing the Library Director to act as local election official.** Secretary Shivers seconded.

ROLL CALL VOTE:

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

NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

C. Approve Contract with Pine Roofing

Treasurer Shiffler **moved to approve the contract with Pine Roofing.** Trustee Craft seconded.

ROLL CALL VOTE:

AYES: Steel, Lord, Shiffler, Adams, Craft

NAYS: Ketterman, Shivers

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

D. Approve Professional Services Agreement with Mac Brady Associates

Treasurer Shiffler **moved to approve the professional services agreement with Mac Brady Associates.** Trustee Adams seconded.

Trustee Lord questioned if the agreement was for a flat fee or per service. Assistant Director Carlson exited the room at 7:39 p.m. and contacted Melissa Leib at Mac Brady for clarification. She returned at 7:42 p.m. and reported to the Board that the costs in the agreement are flat per day charges. Any variance in cost would be due to an agreed upon change in project scope by the Library. Should the project extend beyond the agreed upon work and calendar days through no fault of the Library then no additional charges will be incurred by the Library.

ROLL CALL VOTE:

AYES: Steel, Lord, Shiffler, Adams, Craft

NAYS: Ketterman, Shivers

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

E. Approve renewal of license agreement with and payment of invoice to TBS

Trustee Adams **moved to approve renewal of license agreement with and payment of invoice to TBS.** Treasurer Shiffler seconded.

ROLL CALL VOTE:

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

NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

- F. Approve payment to Mac Brady Associates for Bidding Administration
Treasurer Shiffler **moved to approve payment to Mac Brady Associates for bidding administration.** Trustee Craft seconded.

ROLL CALL VOTE:

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

NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

XII. OTHER NEW BUSINESS

None

XIII. PUBLIC AND TRUSTEE COMMENTS

None

XIV. FUTURE AGENDA ITEMS

Trustee Lord asked Director Lazaris to provide the Board with information about wifi needs in the building.

XV. ADJOURNMENT

Secretary Shivers **moved to adjourn the meeting of the Board of Trustees.** Trustee Craft seconded the motion.

AYES: ALL

NAYS: NONE

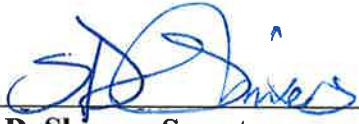
ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Geneva Public Library District was adjourned 7:45 p.m.

Respectfully submitted,



Susan D. Shivers, Secretary



Esther Steel, President