

V.I.F.

**GENEVA PUBLIC LIBRARY DISTRICT
MINUTES OF THE
SPECIAL MEETING OF THE BOARD OF TRUSTEES
May 8, 2014**

PRESENT: President Esther Steel, Vice President Travis Ketterman, Secretary Susan D. Shivers, Trustees Pat Lord, Bob Shiffler, Mark Adams, and Interim Library Director Marilyn Boria.

ABSENT: Treasurer Steve Andersson

ALSO PRESENT: Assistant Director Peggy Carlson, Sarah Tobias and Brenda Schory.

I. CALL TO ORDER

President Steel opened the Special Meeting of the Board of Trustees of the Geneva Public Library District at 7:00 p.m. Roll call was taken.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN AGENDA

President Steel announced that the Board would not be discussing purchase or lease of real property in Closed Session.

IV. PUBLIC COMMENTS

There were no comments.

V. UNFINISHED BUSINESS

A. Approve Revised Policy on Background Checks

Trustee Shivers moved **to approve the revised Policy on Background Checks as presented**. Trustee Shiffler seconded the motion.

Revised Policy on Background Checks

All persons aged 18 and older who are applicants for employment or for the volunteer program at Geneva Public Library District ("Library") must authorize the Library to obtain a criminal history records check by completing a Criminal Background Check Waiver and Release Form, and shall further authorize, if applicable, a background check to verify their employment and education. A criminal history records check and a background check shall be conducted relative to all applicants for employment. A criminal history records check and/or a background check may be conducted for applicants for volunteer positions as deemed appropriate by the Library Director or his/her designee.

Conviction of a crime does not automatically preclude employment or a volunteer position. However, at the determination of the Library Director, or his or her designee, an applicant may be denied employment or

acceptance into the volunteer program based on an individualized assessment of the information obtained, including but not limited to, the nature and severity of a criminal offense, its relevance to a particular job, the number of convictions, the amount of time that has passed since the offense, and the duties of the position applied for. The Library reserves the right to conduct periodic criminal history records checks on all employees and volunteers. The Library Director, or his or her designee, shall be responsible for ensuring that information obtained by the Library through a background check will be shared only with Library representatives having a need to know.

A credit background check will be conducted on applicants considered for employment for the positions of Director, Assistant Director, and Business Manager. The Library will comply with all regulations established by both the Equal Employment Opportunity Commission and the Fair Credit Reporting Act concerning any background and credit history checks. The Business Manager shall be responsible for ensuring that information received relative to credit background checks is kept confidential.

The Library Board of Trustees will review and evaluate all information obtained from criminal history records checks, background checks, and credit background checks when evaluating applicants for the position of Library Director.

There was discussion about the sentence that “the library reserves the right to conduct periodic criminal history records checks on all employees and volunteers.” Trustee Lord noted that she had suggested this to protect the public because it is important to be able to revisit a background check if a problem arises.

ROLL CALL VOTE

AYES:	Steel	Shiffler
	Ketterman	Adams
	Shivers	Lord

NAYS: NONE

ABSENT:	Andersson	ABSTAIN: NONE
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MOTION CARRIED

B. Approve FY 2013-2014 Salary Schedule

Trustee Shiffler moved **to approve the 2013-2014 Salary Schedule effective July 1, 2013**. Trustee Ketterman seconded the motion.

Trustee Lord was concerned that the salary range for the Assistant Library Director seemed high. She suggested approving the schedule without that pay grade, and then discussing the issue after a new director is hired. Trustee Shiffler noted that this salary schedule had been developed by the Management Association and it was reflective of the market. He recommended approving the schedule as presented. Trustee Shivers did not agree with the schedule as presented but other Trustees expressed support.

ROLL CALL VOTE

AYES:	Steel	Shiffler
	Ketterman	Adams
	Lord	
NAYS:	Shivers	
ABSENT:	Andersson	ABSTAIN: NONE

MOTION CARRIED

C. Approve Hiring of Auditor

Trustee Shivers moved **to approve hiring Sikich, LLP for audit services**. Trustee Adams seconded the motion.

ROLL CALL VOTE

AYES:	Steel	Shiffler
	Ketterman	Adams
	Shivers	Lord
NAYS:	NONE	
ABSENT:	Andersson	ABSTAIN: NONE

MOTION CARRIED

V. NEW BUSINESS

A. Discuss/Approve Response to ruling from Public Access Counselor

Trustee Ketterman moved **that the Board approved releasing the portion of the audio of the Closed Session Minutes of the October 24, 2013 meeting starting at 0:00 minutes through 6:47 minutes.** Trustee Lord seconded the motion.

Trustee Ketterman noted that he did not think this would set a precedent. Since the PAC had ruled that it should be released, the Board should do it in the interest of transparency. Everyone agreed except Trustee Shiffler who noted that he would abstain because he was not at the meeting in question.

AYES: Steel, Ketterman, Shivers, Lord, Adams

NAYS: NONE

ABSENT: Andersson ABSTAIN: Shiffler

MOTION CARRIED

B. Approve Nonresident Card Participation for FY 2014-15

Trustee Shiffler moved **that the Board approve participating in the Illinois State Library's Nonresident Library Card Program for FY 2014-15 using the tax bill method to calculate fees.** Trustee Shivers seconded the motion.

ROLL CALL VOTE

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

NAYS: NONE

ABSENT: Andersson ABSTAIN: NONE

MOTION CARRIED

C. Review of Interview Schedule

The Board decided to hold this item for Closed Session because specific candidates would be discussed.

- D. Geneva Intergovernmental Date Change
President Steel announced that the May meeting of this group had been cancelled because there was a conflict with the schools. The next meeting will be held at the Library on Wednesday, June 18, 2014. Pat Lord volunteered to represent the Library Board.
- E. Postponement of Staff Institute Day
Interim Director Boria reported that staff are waiting for the new director to be hired before planning Staff Institute Day this year. So, the September date may have to be postponed if there is insufficient planning time.
- F. Report on Planned Pulte Homes Development
President Steel reported that she had met with the developer who was planning to build a new group of 48 single-family homes behind the Fresh Market in our District. The developer is in the process of notifying all of the taxing bodies in the area. Information about this development was emailed to all Trustees.

VII. OTHER NEW BUSINESS

There was no other new business.

VIII. PUBLIC AND TRUSTEE COMMENTS

There were no comments.

IX. FUTURE AGENDA ITEMS

President Steel announced that Anthony Oliver's presentation on use of space in this building which had originally been scheduled for May would be moved to the June meeting because of the time needed in May to complete the search for a new director.

CLOSED SESSION

At 7:23 p.m., Trustee Shiffler moved to **go into Closed Session to discuss personnel matters pertaining to the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body 5 ILCS 120/2 (c) (3) or (1).** Trustee Lord seconded the motion.

Trustee Shivers did not agree that discussing the questions that will be asked of candidates should be done in Closed Session.

ROLL CALL VOTE

AYES: Steel, Shiffler, Ketterman, Lord, Adams

NAYS: Shivers

ABSENT: Andersson

ABSTAIN: NONE

MOTION CARRIED

At 8:40 p.m., Trustee Shiffler moved to **reconvene to the Special Meeting**. Trustee Lord seconded the motion.

AYES: Steel, Lord, Shiffler, Adams **NAYS:** NONE

ABSENT: Andersson, Ketterman, Shivers **ABSTAIN:** NONE

MOTION CARRIED

ADJOURNMENT

Trustee Shiffler immediately moved to **adjourn the Special Meeting**. Trustee Lord seconded the motion.

AYES: Steel, Lord, Shiffler, Adams **NAYS:** NONE

ABSENT: Andersson, Ketterman, Shivers **ABSTAIN:** NONE

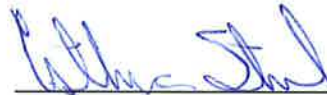
MOTION CARRIED

The meeting of the Board of Trustees of the Geneva Public Library District adjourned at 8:40 p.m.

Respectfully submitted,



Susan D. Shivers, Secretary



Esther Steel, President

**MINUTES OF THE CLOSED SESSION OF
GENEVA PUBLIC LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
May 8, 2014, 2014**

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

PRESENT: President Esther Steel, Vice President Travis Ketterman, Secretary Susan D. Shivers, Trustees Pat Lord, Bob Shiffler, Mark Adams, and Interim Library Director Marilyn Boria.

ABSENT: Treasurer Steve Andersson

ALSO PRESENT: Assistant Director Peggy Carlson

President Steel opened the meeting at 7:25 pm.

Interim Director Boria distributed the May 15th interview schedule for each candidate which included half-hour interviews in each department with staff, an hour interview with Department Heads, and an hour interview with the Board. Boria noted that Assistant Director Carlson would be interviewing with the Department Heads while she would be in the Board sessions. At the conclusion of the interviews, Carlson would gather input from the staff and Department Heads to share with the Board. At that time, the Board would select candidates for second interviews on May 22, prior to the Regular Board meeting.

Boria also distributed references for each of the candidates which had been prepared by John Keister.

The Board will be asked to decide on May 15th what salary level will be offered to the candidate so that John Keister can query the candidates to be sure that they would be willing to accept this amount. The plan is for President Steel to call Keister on the 22nd after a decision has been made in Closed Session. He will then call the candidate and make sure that the person is willing to accept the job. Then the Board can vote in Open Session to hire the candidate.

The Trustees than discussed the questions that would be asked of the candidates. It was agreed that the same amount of time would be spent with each candidate no matter how many questions were answered.

At 8:05 p.m., Trustees Ketterman and Shivers both left the meeting. Before leaving, Trustee Ketterman suggested that each of the candidates returning for 2nd interviews on May 22nd be asked to give a 10-minute presentation to the Board on the services and collections offered by her current library. This would provide the Board with first-hand information on the candidates' organizational and presentation skills.

The Board then reviewed all of the questions which had been submitted through email and other questions that should be added. Everyone agreed to focus on questions which required the candidates to tell the Board how they had handled a particular situation. The Board did not want theoretical answers; they wanted examples of what the candidates had actually done.

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After finalizing the list of questions, the Board agreed to discuss the salary for the new director at the May 15, 2014 Special Meeting.

At 8:40 p.m., the Board agreed to reconvene in Open Session.

Respectfully submitted,

Susan D. Shivers, Secretary

Esther Steel, President