

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 22, 2015

N-A

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

ABSENT: None

ALSO PRESENT: Deputy Director William Karnoscak, Dana Hintz, Brenda Schory, Len Thiele.

I. CALL TO ORDER

President Shiffler opened the Regular Meeting of the Board of Trustees of the Geneva Public Library District at 6:58 p.m. Roll call was taken and all were present.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN THE AGENDA

None

IV. APPROVAL OF THE MINUTES

Secretary Craft moved to approve the Minutes of the Regular Board Meeting on December 18, 2014 and Closed Session Board Meeting held on December 18, 2014. Treasurer Adams seconded the motion.

AYES: All

NAYS: NONE

ABSENT: None

ABSTAIN: None

MOTION CARRIED

V. TREASURER'S REPORT

Treasurer Adams reported on financial activity for the month of December, including a transfer of \$170,000 from the MB money market account to the MB checking account for payroll and accounts payable on December 1, 2014; the collection of Illinois Personal Property Replacement Tax in the amount of \$1,545.66 on December 5, 2014; a Chase credit card payment of \$3,123.46 on December 17, 2014; a transfer of \$85,000 from the MB money market account to the MB checking account for payroll and accounts payable on December 30, 2014. Total Library Revenue for December excluding taxes was \$7,674.96. As of December 31, 2014, 99.8% of the tax levy had been received.

Trustee Ketterman moved to approve the Treasurer's Report and to enter the Trial Balance ending December 31, 2014 into the Public Record. Secretary Craft seconded the motion.

ROLL CALL VOTE:

**AYES: Shiffler, Lord, Craft,
Adams, Ketterman**

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

VI. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY
None.

VII. COMMITTEE & LIAISON REPORTS

A. Foundation Liaison

Treasurer Adams reported on his attendance at the Foundation Meeting held on January 8th. Adams noted the Foundation issued an end-of-the-year matching program at a three to one rate up to the first \$50 for donations from Library Board members. The Foundation is also considering a change in their investment management firm. The next Foundation meeting will be held on February 5th. Secretary Craft will be attending as the Trustee liaison.

B. Building & Grounds Committee

Vice President Lord shared highlights of the January 14, 2015 Building & Grounds Committee meeting. The committee met and reviewed submittals from seven firms in response to the Library's Request for Qualifications for a needs assessment. Four firms have been invited back for presentations and interviews of approximately 45 minutes each

VIII. PRESIDENT'S REPORT

President Shiffler reported that he and Director Lazaris will be speaking at the March 23, 2015 Lions' Club Meeting. New GPLD Board of Trustee members will be sworn in at the April 2015 meeting; a notary public will preside.

IX. LIBRARIAN'S REPORT

Director Lazaris reported on the Library Staff In-service day and the Digital Day program. Additionally, Lazaris mentioned the Illinois Library Association Trustees Forum is to be held on February 14, 2015 (Oak Brook); an additional Library Digital Day will be scheduled during National Library Week. A suggestion for a potential topic was offered: "What is the Cloud?"

X. NEW and UNFINISHED BUSINESS

A. Approve Resolution No. 2015-6 Declaring a Board Vacancy

Treasurer Adams **moved to approve Resolution No. 2015-6 Declaring a Board of Trustees Vacancy.** Vice President Lord seconded the motion.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Craft, Adams and Ketterman

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

B. Approve Resolution No. 2015-8 An Appreciation for Esther Steel

Secretary Craft **moved to approve Resolution No. 2015-8 An Appreciation for Esther Steel.** Vice President Lord seconded the motion.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Craft, Adams and Ketterman

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

C. Approve Calendar of Duties

Secretary Craft **moved to approve Calendar of Duties.** Vice President Lord seconded the motion.

Director Lazaris reviewed the schedule of events for future Board meetings as outlined in the Calendar of Duties.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Craft, Adams and Ketterman

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

D. Approve Service Policy Revisions

Trustee Ketterman **moved to approve Service Policy Revisions.** Secretary Craft seconded the motion.

Director Lazaris highlighted changes including: revision of service hours and holidays to conform to current practice, fee threshold increased from \$10 to \$20 before library privileges are suspended, addition of auto-renewal of library cards, addition of Social Media Use Policy for patrons.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Craft, Adams and Ketterman

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

E. Roof Update

Director Lazaris reported the roof work has been completed, inclusive of the punch list items. A warranty certificate was mailed to us. Annual inspections will be scheduled in accordance with warranty requirements.

F. Approve payment of invoice to Pine Roofing (\$21,962.10)

Vice President Lord **moved to approve payment of invoice to Pine Roofing.** Secretary Craft seconded the motion.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Craft, Adams and Ketterman

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

G. Approve payment of invoice to Face To Face Communications (\$2,500.00)

Trustee Ketterman **moved to approve payment of invoice to Face To Face Communications.** Treasurer Adams seconded the motion.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Craft, Adams and Ketterman

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

H. Approve payment of invoice to LINC for 6 computers (\$5,778.88)

Secretary Craft **moved to approve payment of invoice to LINC for 6 computers.** Vice President Lord seconded the motion.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Craft, Adams and Ketterman

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

I. Executive Session

At 7:53 p.m. Vice President 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) and 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). Secretary Craft seconded the motion.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Craft, Adams and Ketterman

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

At 8:12p.m. Trustee Ketterman moved to reconvene to Regular Meeting. Secretary Craft second the motion.

AYES: ALL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

J. Approve Resolution 2015-7 Approving the Purchase of Property and the Contract for 6th Street School property

Vice President Lord moved to approve Resolution No. 2015-7 Approving the Purchase of Property and the Contract for 6th Street School property. Trustee Ketterman seconded the motion.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Craft, Adams and Ketterman

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

XI. OTHER NEW BUSINESS

None.

XII. PUBLIC AND TRUSTEE COMMENTS

None.

XIII. FUTURE AGENDA ITEMS

None.

XIV. ADJOURNMENT

Vice President Lord **moved to adjourn the meeting of the Board of Trustees.** Secretary 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 8:15p.m.

Respectfully submitted,



Zachary Craft, Secretary



Bob Shiffler, President