

**MINUTES**  
**GENEVA PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**February 26, 2015**

IV-A

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

**ABSENT:** Trustee Travis Ketterman

**ALSO PRESENT:** Deputy Director William Karnoscak, Dana Hintz

**I. CALL TO ORDER**

President Shiffler 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, except Trustee Ketterman.

**II. PLEDGE OF ALLEGIANCE**

**III. CHANGES IN THE AGENDA**

None

**IV. APPROVAL OF THE MINUTES**

Trustee Adams moved to approve the Minutes of the Regular Board Meeting on January 22, 2015, Closed Board Meeting on January 22, 2015, Special Session Board Meeting held on February 16, 2015 and Special Session Board Meeting held on February 18, 2015. Secretary Craft seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Ketterman**

**ABSTAIN: NONE**

**MOTION CARRIED**

**V. TREASURER'S REPORT**

Treasurer Adams reported on the various balances for Checking, Money Market Accounts, and Certificates of Deposit. In addition, Director Lazaris stated that beginning in January 2015, the library migrated to a new accounting software interface, at the behest of our accounting firm, Lauterbach and Amen, which now includes fund accounting capabilities. She reviewed the structure of the new report.

Secretary Craft moved to approve the Treasurer's Report and bill payments for January 2015 as presented subject to audit. Vice President Lord seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: NONE**

**ABSENT: Ketterman**

**ABSTAIN: NONE**

**MOTION CARRIED**

**VI. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY**

None.

**VII. COMMITTEE & LIAISON REPORTS**

A. Foundation Liaison

Secretary Craft reported on his attendance at the Foundation Meeting held on February 5, 2015. Craft noted the Foundation approved Sam Hill as a new member of the Board. The Foundation engaged eTrade as their new investment firm. The next Foundation meeting will be held on March 5, 2015; no trustee will be available to attend the meeting.

B. LINC Update

Director Lazaris shared a summary of highlights from two LINC meetings, January 23, 2015 and February 13, 2015, she attended, including a review of the LINC budget (agenda item later), the group purchase of Collection HQ (database for the analysis of collection use), and implementation of outsourced authority control.

C. Intergovernmental Liaison

President Shiffler attended an Intergovernmental Meeting held on February 25, 2015 and reported that many of the taxing bodies within the county were notified that the change in the Governor's mansion and his proposed budget would result in grants and funding sources being put on hold or reduced.

**VIII. PRESIDENT'S REPORT**

President Shiffler had no report.

**IX. LIBRARIAN'S REPORT**

Director Lazaris mentioned a "save-the-date" for the annual volunteer appreciation brunch on Sunday March 29, 2015. There will be a Marie Antoinette character performer as part of the program. Lazaris disseminated documentation from an American Library Association workshop she attended with Deputy Director Karnoscak, regarding community relations and public libraries; the focus was on libraries turning outward to engage with the communities they support. Lazaris also mentioned the launch of the online community survey, with links on the Library's home page, paper copies available at various Library service points, and via iPads within the Library. The survey will close on April 5, 2015. Vice President Lord remarked she's interested in learning about responses regarding library hours.

**X. NEW and UNFINISHED BUSINESS**

A. Furnishing plan for the nonfiction/reference area

Director Lazaris presented PowerPoint slides demonstrating how current areas of the Library could be reimagined with an emphasis on flexible use to meet the needs of the various segments of the library's current demographic (adults, tutors, teen groups) that cycle through at different times of the day. The Board supported Lazaris' pursuit of related cost estimates.

B. Mid-year report on FY 2014-15 Goals and Objectives

Director Lazaris reviewed the mid-year Goals and Objectives report summarizing the significant progress made by the various cross-functional teams from early Fall 2014 to the present. Four areas of emphasis include: Collections, Technology, Programming, and Planning. Final outcomes will be reported at fiscal year-end. The Board acknowledged the staff's commitment and commended all staff on the progress to date.

C. Exempt/Non-Exempt classification policy

Deputy Director Karnoscak provided a brief overview regarding exemption statuses that can be applied to positions which meet the three "tests" that must be applicable to the post being considered for exempt status.

D. Exempt status for Public Relations & Marketing Coordinator position

Secretary Craft **moved to approve exempt status for PR & Marketing Coordinator position.** Vice President Lord seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: NONE**

**ABSENT: Ketterman**

**ABSTAIN: NONE**

**MOTION CARRIED**

E. Resolution to fill Board vacancy by appointment

Vice President Lord **moved to approve Resolution No. 2015-9.** Secretary Craft seconded the motion.

**RESOLUTION NO. 2015-9**

**RESOLUTION TO FILL BOARD VACANCY BY APPOINTMENT**

**(Esther Steel Vacancy)**

WHEREAS, Esther Steel (Steel) 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, Steel submitted her resignation; and

WHEREAS, in accordance with the Public Library District Act of 1991, 75 ILCS 16/1-1 et seq. (the "Act"), a vacancy was declared by the Library Board when Steel declined 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:

Intend to fill the vacancy by appointment for the remainder of the term set to expire in April, 2017.

ADOPTED this 26<sup>th</sup> day of February 2015, pursuant to a vote as follows:

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Bob Shiffler, President  
Board of Library Trustees

ATTEST:

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Zachary Craft, Secretary  
Board of Library Trustees

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams**      **NAYS: NONE**  
**ABSENT: Ketterman**                      **ABSTAIN: NONE**  
**MOTION CARRIED**

At 8:54 p.m., President Shiffler called for a 5-minute break.

At 8:59 p.m., President Shiffler resumed the Regular Meeting of the Board of Trustees of the Geneva Public Library District.

**F. Selection of firm for Library Needs Assessment**

Director Lazaris and the Board recapped the strengths of the four firms interviewed for the Library Needs Assessment. Lazaris summarized references she received. The Board directed Lazaris to enter into discussions regarding pricing for the Library Needs Assessment with Studio GC.

Vice President Lord **moved to approve selection of Studio GC for Library Needs Assessment.** Secretary Craft seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams**      **NAYS: NONE**  
**ABSENT: Ketterman**                      **ABSTAIN: NONE**  
**MOTION CARRIED**

G. LINC budget for FY2015-16

Vice President Lord **moved to approve the LINC budget for FY2015-16.**  
Treasurer Adams seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams**      **NAYS: NONE**  
**ABSENT: Ketterman**                      **ABSTAIN: NONE**  
**MOTION CARRIED**

H. Contract with TriCity Family Services for April 2015-March 2016

Secretary Craft **moved to approve the contract renewal with TriCity Family Services from April 2015-March 2016 in the amount of \$4,650.00.** Treasurer Adams seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams**      **NAYS: NONE**  
**ABSENT: Ketterman**                      **ABSTAIN: NONE**  
**MOTION CARRIED**

I. Payment to CDW-G

Secretary Craft **moved to approve payment to CDW-G, in the amount of \$2,330.38.** Vice President Lord seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams**      **NAYS: NONE**  
**ABSENT: Ketterman**                      **ABSTAIN: NONE**  
**MOTION CARRIED**

J. Payment to Lauterbach and Amen

Vice President Lord **moved to approve payment to Lauterbach and Amen, in the amount of \$2,137.50.** Secretary Craft seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams      NAYS: NONE**  
**ABSENT: Ketterman                              ABSTAIN: NONE**  
**MOTION CARRIED**

K. Payment to Peregrine, Stime

Vice President Lord **moved to approve payment to Peregrine, Stime, in the amount of \$5,616.00.** Treasurer Adams seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams      NAYS: NONE**  
**ABSENT: Ketterman                              ABSTAIN: NONE**  
**MOTION CARRIED**

L. Executive Session

At 9:42 p.m. Secretary Craft **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).** Treasurer Adams seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams      NAYS: NONE**  
**ABSENT: Ketterman                              ABSTAIN: NONE**  
**MOTION CARRIED**

At 10:09 p.m. Vice President Lord **moved to reconvene to Regular Meeting.** Secretary Craft second the motion.

**AYES: ALL    NAYS: NONE**  
**ABSENT: Ketterman                              ABSTAIN: NONE**  
**MOTION CARRIED**

M. Ordinance 2015-5 Authorizing Property Purchase and Proposing a Finance Plan

Vice President Lord **moved to approve Ordinance No. 2015-5 Authorizing Property Purchase and Proposing a Finance Plan.** Secretary Craft seconded the motion.

**ORDINANCE No.2015-5**  
**ORDINANCE AUTHORIZING PROPERTY PURCHASE**  
**AND PROPOSING A FINANCE PLAN**  
(Sixth Street School, Geneva, Illinois)  
210 S. Sixth Street, Geneva, Illinois

BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE GENEVA  
PUBLIC LIBRARY DISTRICT, KANE COUNTY, ILLINOIS AS FOLLOWS:

**Section 1.**      **The Purchase.** The Library Trustees hereby determine to acquire property commonly known as the Sixth Street School, Geneva, Illinois (210 S. Sixth Street, Geneva, Illinois) (the "Property").

**Section 2.**      **Finance Plan.** The Library Trustees propose to pay for the Property from accumulations/reserves at a cost of \$1.5 million plus demolition costs to be determined subject to approval of the Library Trustees as to such demolition costs.

**Section 3.**      **Notice of Meeting.** The Library Trustees will consider the Property purchase and the method of payment at a meeting at the Library, 127 James Street, Geneva, Illinois at 7:00 p.m. on April 23, 2015.

**Section 4.**      **Effective Date.** This Ordinance shall be effective immediately.

Adopted this 26<sup>th</sup> day of February, 2015, by roll call vote as follows:

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Bob Shiffler  
President  
Board of Library Trustees

ATTEST:

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Zachary Craft  
Secretary  
Board of Library Trustees

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams**      **NAYS: NONE**  
**ABSENT: Ketterman**                      **ABSTAIN: NONE**  
**MOTION CARRIED**

**XI. OTHER NEW BUSINESS**

Order business cards for Board of Trustees as results from elections and appointments are finalized.

**XII. PUBLIC AND TRUSTEE COMMENTS**

None.

**XIII. FUTURE AGENDA ITEMS**

Swearing in of new trustees at the April meeting. A notary will be required to attend.

**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: Ketterman**


**ABSTAIN: NONE**

**MOTION CARRIED**

The Regular Meeting of the Board of Trustees of the Geneva Public Library District was adjourned 10:37 p.m.

Respectfully submitted,

  
Zachary Craft, Secretary

  
Bob Shiffler, President