

**MINUTES**  
**GENEVA PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**Thursday, April 23, 2015**

IV-B

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

**ABSENT:** None

**ALSO PRESENT:** Deputy Director William Karnoscak, Notary Christine Dalphy, Paul Conterato, Ellen Fultz-Schmid, Dana Hintz, Erich Schmid, Tom Hintz

**I. CALL TO ORDER / ROLL CALL**

At 7:03 p.m. President Shiffler called to order the Regular Meeting of the Board of Trustees of the Geneva Public Library District. Roll call was taken and all were present.

**II. PLEDGE OF ALLEGIANCE**

**III. CHANGES IN AGENDA**

There were no changes in the agenda.

**IV. APPROVAL OF MINUTES**

Secretary Craft moved to approve the Minutes of the Regular Board Meeting on March 26, 2015, the Closed Board Meeting on March 26, 2015, the Special Board Meeting on April 13, 2015 and the Closed Special Board Meeting on April 13, 2015. Treasurer Adams seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

**V. TREASURER'S REPORT**

Treasurer Adams reviewed the financial reports for March 2015. Adams commented that spending levels were where they should be for this time in the fiscal year.

Vice President Lord moved to approve the Treasurer's Report for March 2015 as presented, including the approval of all bill payments as presented, subject to audit. 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**

Dana Hintz praised the Ebay and Excel classes she recently attended at the Library.

**VII. COMMITTEE & LIAISON REPORTS**

A. Foundation Liaison

Treasurer Adams and Director Lazaris attended the Foundation's monthly meeting that occurred on April 2. The next speaker's event will be held on May 20 on the topic of special effects and animation. The next Foundation meeting will be on April 30. President Shiffler volunteered to be the Trustee Liaison.

B. LINC Update

Director Lazaris attended the April 10 monthly meeting in Glen Ellyn. LINC is coordinating a fiber optic cable upgrade between its member libraries and their main office. The work will be conducted on April 30. This will result in faster, more efficient access to the consortium's integrated library system (ILS).

**VIII. PRESIDENT'S REPORT**

President Shiffler commended and thanked Trustee Ketterman for his eight years of service on the Board of Trustees. Ketterman reflected on his enjoyment of serving on the Board.

**IX. LIBRARIAN'S REPORT**

Director Lazaris reminded the Board of the Board of Trustees/Leadership Team retreat on Saturday May 2. She reviewed current happenings in the library including: auto-renewals of library cards and the debut of the Fresh Picks browsing collection.

**X. NEW and UNFINISHED BUSINESS**

A. Resolution No. 2015-11, Filling Library Board Vacancy

Vice President Lord **moved to adopt Resolution No. 2015-11, to fill the Library Board Vacancy.** Treasurer Adams seconded the motion.

**RESOLUTION NO. 2015-11  
RESOLUTION FILLING A VACANCY**

**(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, 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. 2015-6, adopted January 22, 2015 declared a vacancy in the office of Library Trustee; and

WHEREAS, the Library Trustees, by Resolution No. 2015-9, adopted February 26, 2015 declared to fill the vacancy in the office of Library Trustee by appointment; 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 Paul Conterato to fill the vacancy for the remainder of Steel's term which expires in April, 2017.

Adopted this 23rd day of April 2015, pursuant to a vote as follows:

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

**B. Oaths of Office**

Notary Christine Dalphy administered the Oath of Office to Trustee Paul Conterato for his appointment to fill the Library Board vacancy. Oaths were also administered to the following Trustees recently elected on April 7, 2015 (effective May 20, 2015): Robert Shiffler, Patricia Lord, Dana Hintz, Ellen Fultz-Schmid, and Zachary Craft.

C. Committee for Review of Bylaws

Last reviewed in May 2010, President Shiffler called for two trustees to lead a review of the Board of Trustee's Bylaws.

Treasurer Adams **moved to appoint Vice President Lord and future Trustee Hintz to the Bylaws Committee.** Secretary Craft seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

D. Computing Furniture Proposal

Lazaris presented a proposal to refresh the furniture in the computing area of the Library's Adult Services space.

Vice President Lord **moved to approve the purchase of computing furniture in the amount of \$20,180.80.** Trustee Conterato seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

E. Lounge Furniture Proposal

Lazaris presented a proposal to refresh the furniture in the Library's public lounge area, adjacent to the fireplace.

Secretary Craft **moved to approve the purchase of lounge area furniture in the amount of \$32,608.00** Vice President Lord seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

F. Purchase of IT Servers

Director Lazaris presented quotes for the purchase of two servers that will support the server virtualization project presented in the Library's Technology Plan.

Trustee Conterato **moved to approve the purchase of two servers in the amount of \$23,463.66.** Treasurer Adams seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

G. Insurance Policy Renewals

Deputy Director Karnoscak reviewed the Library's insurance package renewals, prepared by Valley Insurance, Geneva, covering property, worker's compensation and an umbrella policy.

Vice President Lord **moved to approve the Library's insurance policy renewals in the amount of \$26,390.00.** Secretary Craft seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

H. Payment to CDW-G

Trustee Conterato moved to approve payment to CDW-G, in the amount of \$2,214.62, for a printer. Secretary Craft seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

I. Payment to Central Technology

Treasurer Adams moved to approve payment to Central Technology in the amount of \$5,122.24, for self-check hardware upgrades. Trustee Conterato seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

J. Replacement of Server Room air conditioning unit

Trustee Ketterman moved to approve the quote from Oak Brook Mechanical Services in the amount of \$12,995, for the replacement of the air conditioning unit for the Library's Server Room. Secretary Craft seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

At 8:14 p.m. Vice President Lord requested a 5-minute rest break.  
At 8:22 p.m. President Shiffler reconvened the Regular Board of Trustees' meeting.

K. Executive Session

Executive Session was not convened.

L. Ordinance No. 2015-6: Purchase of Property and Finance Plan

Secretary Craft moved to approve Ordinance No. 2015-6 regarding the Purchase of Property and Finance plan. Trustee Conterato seconded the motion.

**ORDINANCE 2015-6**

**ORDINANCE APPROVING THE PURCHASE OF PROPERTY AND  
THE FINANCE PLAN FOR SAID PROPERTY**

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 confirm their intent 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 reimbursement of certain demolition costs.

**Section 3. Finding and Determinations.** The Library Trustees find and determine as follows:

- A. Pursuant to Ordinance adopted February 26, 2015, the Library Trustees expressed an intent to purchase the Property and proposed a finance plan with respect to such purchase.
- B. Notice of the proposed purchase and of this meeting was published and

posted.

**Section 4.** **Approval of Purchase.** The Library Trustees hereby approve the purchase of the Property at a cost of \$1.5 million plus reimbursement of certain demolition costs.

**Section 5.** **Approval of Finance Plan.** The Library Trustees hereby approve the purchase of the Property plus reimbursement of certain demolition costs whereby the purchase and the demolition costs will be funded from accumulations/reserves.

**Section 6.** **Demolition Costs.** Subject to approval of the owner of the Property (approval is expected within the next 30 days), the Library District will reimburse the owner for a portion of the owner's cost of demolishing the structure on the property. The Library District's demolition cost reimbursement to the owner is \$300,000 plus 66.67% (two-thirds) of the amount by which the final cost of the demolition work exceeds \$300,000.00. If, due to circumstances beyond the owner's control, the final cost of the demolition work exceeds \$450,000, the Library District and the owner agree to re-open negotiations as to the purchase.

**Section 7.** **Closing.** The President and Secretary of the Board, on the advice of the Library District's Attorney, are authorized to execute all documents necessary for the purchase of the Property and payment of demolition costs consistent with this Ordinance.

**Section 8.** **Effective Date.** This Ordinance shall be effective immediately.

Adopted this 23<sup>rd</sup> day of April, 2015 by roll call vote as follows:



**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

**XI. OTHER NEW BUSINESS**

None.

**XII. PUBLIC and TRUSTEE COMMENTS**

Trustee Conterato noted that it was good to be back on the Board of Trustees.

**XIII. FUTURE AGENDA ITEMS**

None.

**XIV. ADJOURNMENT**

Trustee Ketterman **moved to adjourn the meeting of the Board of Trustees.** Vice President Lord 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 at 8:27 p.m.

Respectfully submitted,

  
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Zachary Craft, Secretary

  
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Bob Shiffler, President