

N-A

**MINUTES**  
**GENEVA PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**Thursday, May 28, 2015**

**PRESENT:** President Bob Shiffler, Vice President Pat Lord, Treasurer Mark Adams, Secretary Zachary Craft, Trustee Dana Hintz, Trustee Paul Conterato, Trustee Ellen Schmid, and Library Director Christine Lazaris

**ABSENT:** None

**ALSO PRESENT:**

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

At 7:00 p.m. President Bob 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 Public Hearing on April 23, 2015; the Regular Board Meeting on April 23, 2015; and the Special Board Meeting on May 2, 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 April 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 April 2015 as presented, including the approval of all bill payments as presented, subject to audit.** Trustee Conterato seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams, Schmid, Hintz, Conterato**

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

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

Vice President Lord discussed the patron comment regarding a program with a charge. Director Lazaris noted that this was not a library sponsored program and that charging for an event violates our meeting room use policy. Trustees also reviewed the comment about series notations within fiction books. Director Lazaris shared ideas for how technology could be used to facilitate access to this same information with less staff time involved.

**VII. COMMITTEE & LIAISON REPORTS**

**A. Foundation Liaison**

President Shiffler and Director Lazaris attended the Foundation's monthly meeting that occurred on April 30. It was noted that Mike Longo would be assuming the position of President of the Foundation. President Shiffler shared information about the speaker event featuring Tony Venezia on the topic of special effects and animation on May 20. The next Foundation meeting will be on June 4; Trustee Hintz volunteered to be the Trustee Liaison.

**B. Friends Update**

Director Lazaris noted requests that had been made with the Friends for both reimbursement of previous wish list items and the most recent wish list request for laptop tables. She also shared information about upcoming book sale dates and encouraged all to come out in support of the Friends. Discussion regarding book sale cleanup procedures followed.

**C. LINC Update**

Director Lazaris attended the May 8 monthly meeting at St. Charles Public Library. Director Lazaris provided details about the benefits of E-Resource Central (ERC) for viewing e-book availability within the catalog interface. This feature is currently implemented at St. Charles and will be made available soon at other LINC libraries.

**VIII. PRESIDENT'S REPORT**

None.

**IX. LIBRARIAN'S REPORT**

Director Lazaris announced that Summer Reading was underway and encouraged Trustees to participate. She also noted recent carpet cleaning at the library.

Lazaris reported on her meeting that morning with StudioGC about their progress with our needs assessment. She reviewed plans for focus groups with representation from intergovernmental, business community, west of Randall residents, seniors, teens, and 20s and 30s community members. She further stated that detailed demographic analysis previously approved by the Board would not be necessary and that she recommended doing additional analysis of the library's mechanical and ongoing maintenance costs. Lazaris stated that she would follow up with StudioGC regarding format of focus groups and a written proposal for the detailed facility assessment.

**X. NEW and UNFINISHED BUSINESS**

A. Elect Officers

The 2015-2017 slate of officers of the Board of Trustees of Geneva Public Library District is as follows:

Vice President Lord **nominated Bob Shiffler for the office of President.**  
Trustee Conterato seconded the nomination.

Secretary Craft **nominated Pat Lord for the office of Vice President.**  
Trustee Hintz seconded the nomination.

Vice President Lord **nominated Zachary Craft for the position of Secretary.** Trustee Conterato seconded the nomination.

Vice President Lord **nominated Mark Adams for the position of Treasurer.**  
Secretary Craft seconded the nomination.

**AYES: All**

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

B. Committee Assignments

Committee appointments were made as follows:

- Automation/Technology: Paul Conterato, Mark Adams, Ellen Schmid
- Finance: Mark Adams, Dana Hintz, Paul Conterato
- Intergovernmental: Bob Shiffler, rotating
- Personnel: Zachary Craft, Mark Adams, Dana Hintz

- Policy: Ellen Schmid, Pat Lord, Zachary Craft
- Building & Grounds: Pat Lord, Zachary Craft, Paul Conterato
- Foundation: Rotating
- Legislative: Pat Lord
- Long Range Planning: Bob Shiffler, all trustees

First person named will serve as committee chair.

C. Discussion of Mission, Vision and Values Statements

Lazaris presented the range of ideas aggregated from the Strategic Planning Committee and the Library's Leadership Team. Discussion ensued. President Shiffler noted the level of engagement by the Strategic Planning Committee and asked Director Lazaris to express gratitude to those staff members on behalf of the Board.

D. Review Draft of Working Budget and 3-year Projections

Lazaris presented budget documents for fiscal year 2015-2016 as well as three year projections. The consensus of the Board was to schedule a Committee of the Whole Meeting for the week of June 8 to review documents in greater detail.

E. Non-resident Cardholder Participation

Trustee Conterato **moved to approve Non-Resident Cardholder Participation using the tax bill method for computation.** Trustee Hintz seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams, Schmid, Hintz, Conterato**

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

F. Phase I Environmental Site Assessment for the Sixth Street Site

Director Lazaris reviewed findings from the Phase I Environmental Site Assessment for the Sixth Street site as performed by PSI.

Secretary Craft **moved to approve the Phase I ESA report.** Trustee Conterato seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams, Schmid, Hintz, Conterato**

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

G. PSI Change Order Authorization

Director Lazaris reviewed recommendations for change orders to the PSI contract for additional services including a limited Phase II and onsite oversight of the removal of the underground storage tank when it is removed by contractors for the County. Motion for approval were made after convening for closed session.

H. Payment to Library Furniture International (LFI)

Vice President Lord **moved to approve payment to LFI in the amount of \$5,338.00, for the purchase of magazine boxes in the periodicals area.** Treasurer Adams seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams, Schmid, Hintz, Conterato**

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

I. Payment to GHA Technologies, Inc.

Vice President Lord **moved to approve payment in the amount of \$4,065.92 to GHA Technologies, Inc for computer equipment.** Secretary Craft seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams, Schmid, Hintz, Conterato**

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

J. Payment to Peregrine Stime

Trustee Hintz moved to approve payment to Peregrine Stime in the amount of \$6,279.00 for legal services. Secretary Craft seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams, Schmid, Hintz, Conterato**

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

President Shiffler called for a 5 minute break at 9:09 p.m. and reconvened at 9:14 p.m.

K. Executive Session

At 9:15 p.m., Vice President Lord moved to adjourn to Closed Session for the purpose of purchase or lease of real property for the use of the public body 5 ILCS 120/2 (c) (5), and matters pertaining to the appointment, employment and 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, Schmid, Hintz, Conterato**

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

At 11:03 p.m. Secretary Craft moved to reconvene to Regular Meeting. Vice President Lord seconded the motion.

**AYES: All**

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

L. PSI Change Order Authorization

Secretary Craft **moved to approve the PSI change order authorizations subject to review by the Library's environmental legal counsel.** Trustee Conterato seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams, Schmid, Hintz, Conterato**

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

M. Sixth Street Contract Amendment

Vice President Lord **moved to approve the 2nd amendment to the contract for the purchase of the Sixth Street property to move the due diligence date to be determined by Present Shiffler and Attorney Ritzman.** Secretary Craft seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams, Schmid, Hintz, Conterato**

**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 **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 at 11:05 p.m.

Respectfully submitted,

  
Zachary Craft, Secretary

  
Bob Shiffler, President