

**MINUTES  
GENEVA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
Thursday, June 18, 2015**

N-A

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

**ABSENT:** Trustee Paul Conterato

**ALSO PRESENT:** Deputy Director William Karnoscak

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

At 7:01 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 with the exception of Trustee Conterato.

**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 May 28, 2015; the Closed Board Meeting on May 28, 2015 and the Committee of the Whole Meeting on June 11, 2015.** Treasurer Adams seconded the motion.

**AYES: All**

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

**V. TREASURER'S REPORT**

Treasurer Adams reviewed the financial reports for May 2015. Adams noted 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 May 2015 as presented, including the approval of all bill payments as presented, subject to audit.** Trustee Hintz seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

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

Brief discussion regarding a patron comment about the microfilm collection and its use ensued. It was noted that nearly the entirety of that collection was now available digitally, obviating the need to maintain the microfilm at the Library.

**VII. COMMITTEE & LIAISON REPORTS**

A. Foundation Liaison

Trustee Hintz and Director Lazaris attended the Foundation's monthly meeting on June 4. Officers were elected as follows: Mike Longo, President; Martin Conveney, Treasurer; Peter Evans, Secretary. Investments shifted to E-Trade. The Speaker Series is on hiatus for the summer. The next Foundation meeting will be on July 2. Vice President Lord volunteered to be the Trustee Liaison.

B. LINC Update

The launch of Collection HQ (a selection/deselection database used by staff) is near. Train-the-trainer style webinars will be attended by Library staff.

**VIII. PRESIDENT'S REPORT**

President Shiffler had no report.

**IX. LIBRARIAN'S REPORT**

Director Lazaris reported on current happenings in the Library including the Summer Reading Program and participation in Swedish Days festivities culminating in the parade on June 28. New computer workstation furniture was installed on June 16. Lounge furniture is expected to arrive in July; no firm delivery date is known. Design selections for the laptop and end tables are near completion. Lazaris noted Library visits increased slightly in May 2015 (over 2014) likely due to the fact the Library was open two additional days.

**X. NEW and UNFINISHED BUSINESS**

A. Review Draft of GPLD Strategic Plan

Lazaris provided a high-level overview of the draft of the Strategic Plan covering July 2015 through June 2018. Trustees were encouraged to send comments and thoughts directly to Lazaris for incorporation into the final document.

B. Appoint Trustees for Review of Closed Minutes

Trustees Hintz and Schmid were appointed to review closed minutes.

C. Meeting Date Ordinance #2016-1

Secretary Craft **moved to approve the Schedule of Meetings for FY 2015-16, Ordinance #2016-1.** Trustee Schmid seconded the motion.

**ORDINANCE NO. 2016-1**

AN ORDINANCE SCHEDULING THE REGULAR MEETINGS OF THE BOARD OF TRUSTEES OF THE GENEVA PUBLIC LIBRARY DISTRICT, GENEVA, KANE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE GENEVA PUBLIC LIBRARY DISTRICT:

Section 1. The regular meetings of the Library Board will be held at the Geneva Public Library District, 127 James Street, Geneva, Illinois, at 7:00 p.m. on the following Thursday evenings during the fiscal year:

July 23, 2015	January 28, 2016
August 27, 2015	February 25, 2016
September 24, 2015	March 24, 2016
October 22, 2015	April 28, 2016
November 19, 2015	May 26, 2016
December 17, 2015	June 16, 2016

Section 2. This ordinance shall be in full force and effect from and after its enactment and posting as required by law.

PASSED by the Board of Trustees of the GENEVA PUBLIC LIBRARY DISTRICT, Kane County, Illinois, on this 18<sup>th</sup> day of June, 2015:

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

D. Tentative Budget & Appropriation Ordinance #2016-2

Trustees agreed to posting the Library's working budget for FY16 on the website as well as the names and salaries of library staff earning \$75,000 or more.

**Secretary Craft moved to approve the Tentative Budget & Appropriation FY 2015-16, Ordinance #2016-2.** Treasurer Adams seconded the motion.

ORDINANCE #2016-2 TENTATIVE

ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE  
 FISCAL YEAR BEGINNING THE 1<sup>ST</sup> DAY OF JULY, 2015 AND  
 ENDING THE 30<sup>TH</sup> DAY OF JUNE, 2016

WHEREAS, The Board of Library Trustees of the Geneva Public Library District, Kane County, Illinois, has prepared or caused to be prepared a tentative form of the Annual Budget and Appropriation for said Library District for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and the same has been conveniently available for public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Annual Budget and Appropriation Ordinance on August 27, 2015 notice of which was given at least thirty (30) days prior thereto; and

WHEREAS, all other legal requirements have been duly complied with by the Board of Library Trustees of the Geneva Public Library District;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE GENEVA PUBLIC LIBRARY DISTRICT, IN THE COUNTY OF KANE AND STATE OF ILLINOIS, AS FOLLOWS:

Section 1: That the following sums, or so much thereof as by law be authorized, be and the same are hereby budgeted, set aside and appropriated for the specified Library Purposes for the fiscal year beginning July 1, 2015 and ending June 30, 2016; and the objects and purposes for which said appropriations are made, and the amounts thereby appropriated are as follows:

**1. Corporate Fund Expenses**

	<u>Budget</u>	<u>Appropriation</u>
<b>A. Salaries</b>		
Full Time - I.M.R.F.	\$ 1,574,000.00	\$ 2,000,000.00
Part Time - I.M.R.F.	\$ 460,000.00	\$ 600,000.00
Part Time	\$ 312,000.00	\$ 600,000.00
<b>B. Library Materials</b>		
Books	\$ 230,000.00	\$ 500,000.00
Audiovisual	\$ 120,000.00	\$ 250,000.00
Periodicals & Pamphlets	\$ 15,000.00	\$ 40,000.00
Electronic Resources	\$ 215,000.00	\$ 400,000.00
<b>C. Operating Expenses</b>		
Employee Health Insurance	\$ 305,000.00	\$ 500,000.00
Utilities/Gas, Water, Electric, Telephone	\$ 82,000.00	\$ 125,000.00
Furniture & Equipment	\$ 75,000.00	\$ 250,000.00
IT Hardware	\$ 80,000.00	\$ 250,000.00

Supplies	\$ 36,900.00	\$ 75,000.00
IT Software	\$ 40,000.00	\$ 100,000.00
Personnel Development	\$ 65,000.00	\$ 120,000.00
Postage	\$ 15,000.00	\$ 25,000.00
Repairs	\$ 25,000.00	\$ 50,000.00
Publicity & Printing	\$ 60,000.00	\$ 100,000.00
Programs	\$ 44,000.00	\$ 90,000.00
Contingency	\$ 2,518.18	\$ 20,000.00
Bank Charges	\$ 2,000.00	\$ 10,000.00
<b>D. Contractual and Professional Services</b>		
Legal Fees	\$ 60,000.00	\$ 150,000.00
Service Contracts	\$ 70,000.00	\$ 150,000.00
Photocopier	\$ 22,000.00	\$ 40,000.00
Computer Services	\$ 110,000.00	\$ 150,000.00
Architectural Services	\$ 30,000.00	\$ 750,000.00
Accounting Services	\$ 22,800.00	\$ 100,000.00
Cataloging, Acquisition & Bindery	\$ 80,000.00	\$ 120,000.00
<b>E. Capital Improvements</b>	\$ 106,187.00	\$ 400,000.00
<b>F. Land Acquisition</b>	\$2,148,554.36	\$3,000,000.00
2. I.M.R.F. Expense	\$ 265,640.40	\$ 400,000.00
3. Social Security & FICA Expense	\$ 179,469.00	\$ 220,000.00
4. Liability/Unemployment Insurance Expense	\$ 40,000.00	\$ 60,000.00
5. Audit Expense	\$ 10,950.00	\$ 20,000.00
6. 02% Building & Maintenance Expense	\$ 58,604.63	\$ 200,000.00
<b>TOTAL</b>	<b>\$ 6,962,623.57</b>	<b>\$ 11,805,000.00</b>

Section 2: As part of the Annual Budget, it is stated:

- (a) That the cash on hand in all funds at the beginning of the fiscal year is \$4,442,000.00.
- (b) That the estimated cash expected to be received during the fiscal year from all sources is \$4,785,881.00 (tax revenues plus receipts from other sources).
- (c) That the estimated expenditures for the fiscal year are \$6,962,623.57.
- (d) That the estimated cash expected to be on hand at the end of the fiscal year is \$2,265,257.43.
- (e) That the estimated amount of taxes to be received by The Geneva Public Library District during the fiscal year is \$4,650,881.00.

- (f) That the estimated amount of income to be received from sources other than library taxes for the fiscal year is \$135,000.00.

Section 3: Transfers from one appropriation of any amount specified for any object and purpose, not affecting the total amount appropriated may be made at any meeting of the Board by ordinance enacted by 2/3 vote of all the Trustees. By a like vote, the Board may by ordinance make appropriations in excess of those authorized by the budget in order to meet an immediate unforeseen emergency.

Section 4: The Board has a Special Reserve Fund and the unexpended balances from the proceeds received from library taxes may be accumulated in the Special Reserve Fund.

Section 5: The Secretary of the Geneva Public Library District is hereby authorized and directed to publish this Ordinance at least once in a newspaper of general circulation in the district.

Section 6: This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

E. Set Budget Hearing

The Budget Hearing was set for Thursday August 27.

STATE OF ILLINOIS )  
COUNTY OF KANE )

NOTICE OF PUBLIC HEARING AND PUBLIC INSPECTION  
OF TENTATIVE BUDGET AND APPROPRIATION ORDINANCE

Notice is hereby given that a Tentative Budget and Appropriation

Ordinance for the Geneva Public Library District, in Kane County, Illinois, for the fiscal year ending June 30, 2016, will be available for public inspection during normal hours of operation at the Geneva Public Library, 127 James Street, in the City of Geneva, Kane County, Illinois, in said Library District, from and after the 19<sup>th</sup> day of June, 2015.

Notice is further given that a public hearing on said Budget and Appropriation Ordinance will be held at 7:00 o'clock P.M., Central Daylight Savings Time, on the 27th day of August, 2015, at the Geneva Public Library District, 127 James Street, in the City of Geneva, Kane County, Illinois and that final action on said Ordinance may be taken by the Board of Trustees of said GENEVA PUBLIC LIBRARY DISTRICT at a meeting thereof to be held at 7:00 o'clock P.M., Central Daylight Savings Time; on the 27th day of August, 2015, at the Geneva Public Library District.

By order of the Board of Trustees of said District. Dated this 18<sup>th</sup> day of June, 2015.

F. Recode Roof Project to Developer Donation Fund

Trustee Hintz **moved to approve recoding the Roof Project to Developer Donation Fund and close out the fund balance.** Treasurer Adams seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams, Fultz-Schmid, Hintz**

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

G. Transfer of Funds from Gift Fund to Special Reserve Fund

Secretary Craft **moved to approve transferring funds from the Gift Fund to Special Reserve Fund and closing out the Gift Fund.** Trustee Schmid seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

H. Abolish Working Cash Fund with Proceeds Going to Reduce Deficits in Special Levy Funds

Trustee Hintz moved to abolish the Working Cash Fund with proceeds going to reduce deficits in Special Levy Funds. Secretary Adams seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams, Fultz-Schmid, Hintz**

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

I. Transfer of Funds from General Operating Funds to Reduce Remainder of Deficits in Special Levy Funds.

Vice President Lord moved to approve transferring funds from the General Operating Funds to reduce the remainder of deficits in Special Levy Funds. Trustee Schmid seconded the motion.

**ROLL CALL VOTE:**

**AYES: Shiffler, Lord, Craft, Adams, Fultz-Schmid, Hintz**

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

J. Credit Card Use Policy

Trustee Schmid moved to approve the Credit Card Use Policy. Trustee Hintz seconded the motion. Discussion regarding payment of credit card bills ensued. Trustee Schmid amended the motion to include that the Credit Card Use Policy would be subject to current administrative policy relative to financial controls.

**Credit Card Use Policy**

The Board of Trustees of the Geneva Public Library District retains the authority to authorize issuance of credit cards by the Library's bank to be used by employees to conduct financial transactions for the Library District.



The Library Board authorizes issuance of credit cards in the employee's name for the following positions: Library Director, Deputy Director, Technical Services Manager, Digital Services Manager, and Facilities Manager.

Spending limits for each position are set as follows:

Library Director: \$10,000  
Deputy Director: \$10,000  
Technical Services Manager: \$7,500  
Digital Services Manager: \$7,500  
Facilities Manager: \$2,500

The credit card may be used to purchase items such as supplies, materials, food for library events and programs, equipment and travel expenses, provided that the purchases have been authorized in advance by the Library Director. Employees may not charge personal expenses to the Library's account. Employees must notify the credit card company and the Administrative Office immediately upon loss of a credit card.

Payment for credit card charges is subject to requirements set forth in the Administrative Policy.

The Board of Trustees and/or the Library Director may revoke a library credit card at any time.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

**K. Fixed Assets Capitalization Policy**

Secretary Craft **moved to approve the Fixed Assets Capitalization Policy.**  
Trustee Schmid seconded the motion.

**Fixed Asset Capitalization Policy**

**Capital Asset Definition:**

Capital assets are major assets that benefit more than a single accounting period. They include: land, land improvements, buildings, building improvements, construction in progress, equipment and furniture. A capital asset is to be reported and, with some exceptions, depreciated in the government-wide financial statements. Assets that are not capitalized are expended in the year of acquisition.

**Capital Asset Categories**

For purposes of this policy, the Geneva Public Library District will use the following capital asset categories:

- Buildings
- Building Improvements
- Furniture and Equipment
- Computers and Electronics

#### **Capitalization Threshold**

The Geneva Public Library District will capitalize all assets that have a useful life greater than one year and meet the following dollar thresholds:

<b>Asset Category</b>	<b>Threshold</b>
Buildings	\$ 25,000.00
Building Improvements	\$ 25,000.00
Furniture and Equipment	\$ 5,000.00
Computers and Electronics	\$ 5,000.00

Asset improvement costs over the appropriate asset category threshold will be capitalized if:

- The estimated life of the asset is extended by more than 25%, or
- The cost results in an increase in the capacity of the asset, or
- Significantly changes the asset.

#### **Recording Capital Assets**

All assets that meet the above definitions and thresholds will be recorded at historical cost or estimated historical cost. In the case of a donated asset, it shall be recorded at the estimated fair value at the time of acquisition. The following parameters further refine the recording of capital assets:

- Buildings - Recorded at historical cost and depreciated. Cost should include architectural and engineering fees, permits, etc. as well as actual construction cost.
- Building Improvements - Recorded at historical cost and depreciated if they have an expected life span. If not, they are not depreciated.
- Furniture / Computers / Electronics / Equipment- Recorded at historical cost and depreciated. Cost should include purchase price as well as any charges related to acquiring the asset such as freight and getting it ready for operation.

An inventory record will be maintained on each capital asset that will include, depending on the type of asset, the following information:

- Description
- Type of asset
- Acquisition Date
- Useful Life
- Acquisition Cost
- Date, method, and authorization of disposal

#### **Estimated Useful Lives**

Estimated useful life means the estimated number of years that an asset will be able to be used for the purpose for which it was purchased. Estimated useful lives for the category of assets identified in this policy are as follows:

- Buildings 40 years
- Building Improvements 15 years
- Furniture and Equipment 10 years
- Computers and Electronics 5 years

**Depreciation**

Assets subject to depreciation will be depreciated using a straight-line method. The cost of the asset will be written off evenly over the useful life of the asset. For purposes of depreciation, 1/2 of the annual depreciation will be recorded in the year of purchase and 1/2 in the final year of depreciation.

**Exceptions**

This policy is intended to address those capital assets that must be tracked for external financial reporting purposes. There are other assets that do not need to be included in the external financial reports due to their relatively low value.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

**L. Salary Range Adjustments for FY16**

**Secretary Craft moved to adjust the salary scale by 1.5% for fiscal year 2016 effective July 1, 2015. Treasurer Adams seconded the motion.**

Geneva Public Library District  
 Position Classification Schedule  
 Increase of 1.5%, effective 7/1/2015

Grade	Job Title	Minus 20% Minimum	Midpoint	Plus 20% Maximum
	Library Director	Set by Board of Trustees		
18	Deputy Director	\$71,110.40	\$88,888.00	\$106,665.60

16	Adult Services Manager	\$59,852.80	\$74,816.00	\$89,779.20
	Circulation Services Manager	\$30.70	\$38.37	\$46.04
	Digital Services Manager			
	Technical Services Manager			
	Youth Services Manager			
15		\$54,912.00	\$68,640.00	\$82,368.00
		\$28.16	\$35.20	\$42.24
14	Network Administrator	\$50,384.00	\$62,980.00	\$75,576.00
		\$25.84	\$32.30	\$38.76
13	Youth Services Assistant Manager	\$46,220.00	\$57,775.00	\$69,330.00
		\$23.70	\$29.63	\$35.56
12	Adult Services Coordinator (Ref or RA)	\$42,403.20	\$53,004.00	\$63,604.80
	Adult Services Librarian/Young Adult Librarian	\$21.74	\$27.18	\$32.62
	Digital Services Librarian			
	Public Relations and Marketing Coordinator			
	Youth Services Librarian/Early Childhood Services			
	Youth Services Librarian/Outreach			
	Youth Services Librarian/School Services			
11	Graphics and Web Designer	\$38,904.80	\$48,631.00	\$58,357.20
	Information Technology Assistant	\$19.95	\$24.94	\$29.93
	Reference Librarian			
10	Circulation Services Assistant Manager	\$35,689.60	\$44,612.00	\$53,534.40
	Facilities Manager	\$18.30	\$22.88	\$27.46
9	Adult Services Assistant	\$32,744.80	\$40,931.00	\$49,117.20
	Administrative Assistant	\$16.79	\$20.99	\$25.19
	Cataloging Assistant			
	Youth Services Assistant			
8	Office Assistant	\$30,037.60	\$37,547.00	\$45,056.40
	Senior Circulation Clerk	\$15.40	\$19.25	\$23.10

7	Interlibrary Loan (ILL) Clerk	\$27,551.20 \$14.13	\$34,439.00 \$17.66	\$41,326.80 \$21.19
6	Acquisitions Assistant Building Maintenance Assistant Program/Collection Development Assistant Reading Program Assistant	\$12.96	\$16.20	\$19.44
5	Serials Assistant Circulation Clerk	\$11.89	\$14.86	\$17.83
2	Processing Page	\$9.18	\$11.47	\$13.76
1	Adult Services Shelver Inventory Clerk Transit Page	\$8.99	\$10.79	\$12.95

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

M. Merit Pay Increases for FY16

Secretary Craft **moved to approve merit increase rates for FY16 at 0%, 2.5%, 3.5% and 4%.** Treasurer Adams seconded the motion.

For FY16, the Pay for Performance merit increase scale will be applied as follows:

<u>Rating</u>	<u>Raise</u>
Needs Improvement	0%
Meets Expectations	2.5%
Exceeds Expectations	3.5%
Exceptional Performance	4.0%

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

- N. Prevailing Wage Ordinance FY16, #2016-3  
Vice President Lord **moved to approve the Prevailing Wage Ordinance, #2016-3.** Secretary Craft seconded the motion.

ORDINANCE NO. 2016-3

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AN ORDINANCE OF THE GENEVA PUBLIC LIBRARY DISTRICT,  
KANE COUNTY, ILLINOIS, ASCERTAINING THE PREVAILING  
RATE OF WAGES FOR LABORERS, WORKERS, AND MECHANICS  
EMPLOYED ON PUBLIC WORKS OF SAID DISTRICT

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WHEREAS, the State of Illinois has enacted “An Act regulating wages of laborers, mechanics and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public works.” Approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993), formerly Illinois Revised Statutes, Ch. 48, par. 39s-1 et seq. and

WHEREAS, the aforesaid Act requires that the Board of Trustees of the Geneva Public Library District investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of Kane County employed in performing construction of public works for said District;

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF GENEVA PUBLIC LIBRARY DISTRICT:

SECTION 1: To the extent and as required by “An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by any one under contract for public works, “ approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of this District is hereby ascertained to be the same as the prevailing rate of wages for construction work in the Kane County area as determined by the Department of Labor of the State of Illinois as of June 1, 2015, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of

the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Geneva Public Library District. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of this District to the extent required by the aforesaid Act.

SECTION 3: The Secretary of the Geneva Public Library District shall publicly post or keep available for inspection by any interested party in the main office of this District this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Secretary of the Geneva Public Library District shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Secretary of the Geneva Public Library District shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Secretary of the Geneva Public Library District shall cause to be published in a newspaper of general circulation within the area a copy of this Ordinance, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED this 18<sup>th</sup> day of June, 2015.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

O. Contract Changes for Additional Services with StudioGC

Secretary Craft **moved to approve contract changes for additional services with StudioGB.** Treasurer Adams seconded the motion.

Director Lazaris explained that no additional costs resulted from the revision of services with StudioGC to conduct a thorough building analysis that will yield a timetable for the servicing or replacement of the physical plant's assets (e.g., carpet, roof, et al.) or its major utilities in place of detailed demographic analysis work.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

P. Payment to Face to Face Communications

Vice President Lord **moved to approve payment to Face to Face Communications in the amount of \$7,500.** Trustee Hintz seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

Q. Director to Dispose of Unnecessary Adult Services furniture

Trustee Schmid **moved to authorize the Director to dispose of unnecessary furniture in the Adult Services area.** Secretary Craft seconded the motion.



**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

R. Executive Session

At 9:08 p.m., Secretary Craft 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).** Vice President Lord seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

President Shiffler called for a 5-minute break. Closed Session commenced at 9:14 p.m.

At 11:20 p.m. Secretary Craft **moved to reconvene to Regular Meeting.** Vice President Lord seconded the motion.

**AYES: All**

**NAYS: None**

**ABSENT: Conterato**

**ABSTAIN: None**

**MOTION CARRIED**

**XI. OTHER NEW BUSINESS**

None.

**XII. PUBLIC and TRUSTEE COMMENTS**

None.

**XIII. FUTURE AGENDA ITEMS**

None.

**XIV. ADJOURNMENT**

Secretary Craft moved to adjourn the meeting of the Board of Trustees. Trustee Hintz 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 11:21 p.m.

Respectfully submitted,

  
Zachary Craft, Secretary

  
Bob Shiffler, President