

**MINUTES**  
**GENEVA PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**Thursday, December 21, 2017**

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

**ABSENT:** Trustee Dana Hintz

**ALSO PRESENT:** Deputy Director William Karnoscak, Calvin and Laura Stoney (Development Consultants), Craig Meadows (Studio GC), Brian LeFevre (Sikich), Dan Eallanardo (Independent Construction Services), Andy Wilson (Geneva Library Foundation), Paula Krapf (PR/Marketing Manager)

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

At 7:00 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; all were present except Trustee Hintz.

**II. PLEDGE OF ALLEGIANCE**

**III. CHANGES IN AGENDA**

No changes were presented. Trustee Schmid **moved to approve the agenda as presented.** Trustee Conterato seconded the motion.

**AYES: All**

**NAYS: None**

**ABSENT: Hintz**

**ABSTAIN: None**

**MOTION CARRIED**

**IV. AUDIT PRESENTATION**

Brian LeFevre from Sikich presented the annual financial audit for the year ending June 30, 2017 which was filed with the Illinois Comptroller's office. He noted the audit followed the standards set forth by the American Institute of Certified Public Accounts and the Governmental Accounting Standards Board. LeFevre answered questions raised by Trustees. All thanked LeFevre for his work and Mr. LeFevre departed at 7:18 p.m.

**V. BUILDING PROJECT UPDATES**

**A. Capital Campaign Update**

President Shiffler shared information about recent discussions with the Geneva Library Foundation regarding their partnership with the Library. The Foundation will procure financial software and retain an independent accounting service for incoming donations. They will also develop policies and procedures for this process and present them to the Library. President Shiffler thanked the Foundation for assuming this responsibility.

Cal and Laura Stoney provided updates on the fundraising campaign for the new building. They acknowledged the collaborative effort with the Geneva Library Foundation toward the work of the Capital Campaign. They also noted that the documents to be reviewed and approved at this meeting will provide the groundwork for the solicitations for the campaign.

President Shiffler requested more clarification regarding the naming rights approval process. Laura Stoney noted that committee members from the Foundation and Board of Trustees would be involved in any decision.

**B. Architectural Update**

Craig Meadows from Studio GC presented an update on the building project. He stated that his team has been working with Library staff to develop interior spaces. Studio GC has also been meeting with the City of Geneva to review their staff comments to the building application and also with the Historic Preservation Commission. Meadows provided some rough sketches of potential site plan modifications that could be made in response to comments. Trustees directed Meadows to continue working toward maximizing space available for a playground while simultaneously working to minimize building setbacks and parking impact.

The meeting recessed from 8:35-8:39 p.m.

**VI. APPROVAL FOR CONSENT AGENDA**

**A. Motion to Use Consent Agenda for Certain Agenda Items**

Vice President Lord **moved to use consent agenda for certain items**. Secretary Craft seconded the motion.

**AYES: All**

**NAYS: None**

**ABSENT: Hintz**

**ABSTAIN: None**

**MOTION CARRIED**

Approval of Consent Agenda

President Shiffler asked if anyone wanted anything removed from the consent agenda. Treasurer Adams requested to remove item i.b. Approval of Minutes: Regular Meeting November 16, 2017. Vice President Lord requested to remove iv. Approval of payment to Robbins Schwartz.

Secretary Craft moved to approve consent agenda items as follows:

- i. Approval of Minutes:**
  - a. Special Meeting, November 16, 2017**
  - b. Closed Meeting, November 16, 2017**
- ii. Approval of Financial Report ending November 30, 2017, including all routine bill payments detailed within subject to audit**
- iii. Approval of Annual Financial Report for the year ending June 30, 2017**

Trustee Conterato seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Hintz**

**ABSTAIN: None**

**MOTION CARRIED**

**VII. PATRONS' AND PUBLIC COMMENTS**

Trustees reviewed patron and public comments.

**VIII. COMMITTEE & LIAISON REPORTS**

**A. Foundation Liaison**

Trustee Hintz, Foundation Liaison, was not in attendance to report on the recent Foundation meeting. President Shiffler remarked that Foundation Board minutes were included in the packet and their next meeting is scheduled for January 4, 2018.

**B. Friends Update**

Director Lazaris reported that the recent Christmas Walk Book Sale netted \$7,687.00, representing an increase of over \$2,000.00 over last year's sale and she thanked the Friends for their efforts.

**C. LINC Update**

Director Lazaris reported that Carol Dawe, Executive Director of LINC, has resigned effective January 23, 2018. The LINC Board of Directors are working with Carol to ensure a smooth transition to SWAN and the dissolution of LINC.

**IX. PRESIDENT'S REPORT**

None.

**X. LIBRARY DIRECTOR'S REPORT**

A. Librarian's Report

Director Lazaris reviewed her written report with Trustees and answered questions.

B. At-A-Glance Report

Trustees reviewed data and trends presented in this report.

C. Creation Spaces Planning Report

Director Lazaris presented the planning document as prepared by the GPLD Leadership Team. The report identifies priorities regarding equipment, staffing, policies, and promotion needed for these areas in the new building.

D. Staff Inservice Update

Director Lazaris invited Trustees to attend the upcoming January 26, 2018 date. The keynote morning speakers will include Stephen Bero, former library director from Warren Newport Public Library District and Algonquin Public Library, who has overseen several building projects.

**XI. NEW and UNFINISHED BUSINESS**

A. Approval of Minutes, Regular Meeting, November 16, 2017

Treasurer Adams requested a correction to the minutes to reflect his presence at the meeting.

Trustee Schmid moved to **Approve the Minutes of the Regular Meeting, November 16, 2017 as revised.** Trustee Conterato seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Hintz**

**ABSTAIN: None**

**MOTION CARRIED**

B. Approval of Payment to Robbins Schwartz in the amount of \$330.00 for legal services.

Secretary Craft moved to **approve payment to Robbins Schwartz in the amount of \$330.00 for legal services.** Trustee Conterato seconded the motion.

Vice President Lord requested a clarification for purpose of this bill. Director Lazaris explained that it was for charges associated with preparing documentation for the audit. Discussion ensued regarding cost for services.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Hintz**

**ABSTAIN: None**

**MOTION CARRIED**

C. Approval of Marketing Plan for 2017-2019

Paula Krapf (PR/Marketing Manager) presented the Marketing Plan for 2017-2019 to Trustees and answered questions. Vice President Lord **moved to approve the Marketing Plan for 2017-2019**. Treasurer Adams seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Hintz**

**ABSTAIN: None**

**MOTION CARRIED**

D. Approval of Per Capita Grant Application

Treasurer Craft **moved to approve the Per Capita Grant Application**. Trustee Conterato seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Hintz**

**ABSTAIN: None**

**MOTION CARRIED**

E. Approval of Draft Capital Campaign Agreement and Policies and delegation of authority to execute final agreement to Board President.

Secretary Craft **moved to approve the Draft Capital Campaign Agreement and Policies and delegation of authority to execute final agreement to Board President**. Treasurer Adams seconded the motion.

President Shiffler shared that he had met with Foundation representatives and that an agreement regarding the partnership of the two organizations during the capital campaign for the new building was nearly complete. He stated that with board approval he would complete the work necessary to reach final agreement.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Hintz**

**ABSTAIN: None**

**MOTION CARRIED**

- F. Review Capital Campaign Procedures  
Trustees reviewed potential procedures for receiving and processing and capital campaign donations. President Shiffler noted that the Processing Donations section of the document will be revised based on current information related to partnership with the Foundation.
- G. Review Naming Opportunities  
President Shiffler reviewed a list of naming opportunities for spaces in the new building.
- H. Review Case for Support Document  
Director Lazaris and Laura Stoney presented a draft document designed to present the needs of the Library to garner financial support from donors.
- I. Approval of Ordinance No. 2018-6 An Ordinance Adopting Policy Prohibiting Harassment, Discrimination, and Retaliation.  
Secretary Craft **moved to approve Ordinance No. 2018-6 An Ordinance Adopting Policy Prohibiting Harassment, Discrimination, and Retaliation.** Trustee Conterato seconded the motion.

Secretary Craft withdrew the motion.

Secretary Craft **moved to approve Ordinance No. 2018-6 An Ordinance Adopting Policy Prohibiting Harassment, Discrimination, and Retaliation as revised.** Trustee Conterato seconded the motion.

Secretary Craft withdrew the motion.

Secretary Craft **moved to approve Ordinance No. 2018-6 An Ordinance Adopting Policy Prohibiting Harassment, Discrimination, and Retaliation.** Trustee Conterato seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Hintz**

**ABSTAIN: None**

**MOTION CARRIED**

- J. Approval of Policy Prohibiting Harassment, Discrimination, and Retaliation (and procedures for reporting and investigating complaints as revised). Secretary Craft **moved to approve the Policy Prohibiting Harassment, Discrimination, and Retaliation (and procedures for reporting and investigating) as revised.** Trustee Conterato seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Hintz**

**ABSTAIN: None**

**MOTION CARRIED**

**XII. OTHER NEW BUSINESS**

Need to reschedule Regular Board Meeting of January 25, 2018 to enable Trustees to be able to attend Plan Commission meeting that evening. Director Lazaris will follow up.

**XIII. PUBLIC and TRUSTEE COMMENTS**

**XIV. FUTURE AGENDA ITEMS**

**XV. ADJOURNMENT**

Secretary Craft **moved to adjourn the meeting of the Board of Trustees.** Vice President Lord seconded the motion.

**AYES: All**

**NAYS: None**

**ABSENT: Hintz**

**ABSTAIN: None**

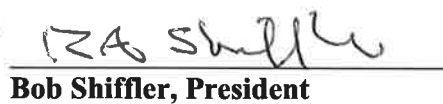
**MOTION CARRIED**

The Regular Meeting of the Board of Trustees of the Geneva Public Library District  
was adjourned at 10:00 p.m.

Respectfully submitted,



**Zachary Craft, Secretary**



**Bob Shiffler, President**