

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, November 16, 2017

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

ABSENT: None

ALSO PRESENT: Deputy Director William Karnoscak, Calvin and Laura Stoney (Development Consultants)

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; all were present.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN AGENDA

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

AYES: All

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

IV. BUILDING PROJECT UPDATES

A. Capital Campaign Update

Development Consultants Laura and Cal Stoney presented the status of the development campaign to date. They itemized potential categories of services, amenities and endowment activities that the campaign could encompass. Trustees requested that at the December Regular Board meeting the following will be completed: a memorandum of agreement between the Library and the Foundation, a naming rights policy, and the written case for support.

B. Architectural Update

Director Lazaris presented an update regarding the new building project. The City of Geneva has not responded yet with comments on the Library's application. The Library has been notified by the City that a third party will review the traffic study as submitted, and will invoice the Library for this service.

V. **APPROVAL FOR CONSENT AGENDA**

A. Motion to Use Consent Agenda for Certain Agenda Items

Trustee Hintz **moved to use consent agenda for certain items**. Trustee Conterato seconded the motion.

AYES: All

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

President Shiffler asked if anyone wanted anything removed from the consent agenda. President Shiffler requested removal of the quarterly update on coffee.

B. Approval of Consent Agenda

Secretary Craft **moved to approve consent agenda items as follows:**

- i. **Minutes: Regular Meeting, October 26, 2017**
- ii. **Approval of Financial Report ending October 31, 2017, including all routine bill payments detailed within subject to audit**
- iii. **Approval of payment to Peregrine, Stime in the amount of \$3,675.00 for legal services**
- iv. **Approval of payment to Ottosen Britz in the amount of \$67.50 for legal services**

Trustee Schmid seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

VI. PATRONS' AND PUBLIC COMMENTS

Trustees reviewed patron and public comments.

VII. COMMITTEE & LIAISON REPORTS

A. Foundation Liaison

Trustee Hintz reported that approximately \$6,000.00 was raised at the recent Dodge, Drink and Dine Fundraiser. The Foundation has agreed to make a grant in the amount of \$2,500.00 to the Library to support the Book and Bag It program series. Foundation members have erected a tree composed of books for the Geneva History Center's Giving Tree event. Their next meeting is December 7, 2017.

B. Friends Update

Director Lazaris reported that the Friends have sponsored a tabletop microfilm reader for the Library. Their Christmas Walk Book Sale will be held November 30 – December 2.

C. LINC Update

Director Lazaris reported that the SWAN Board has decided not to include the bond levy in the fee structure. Geneva, St. Charles, Batavia, North Aurora and Elburn libraries have met and have an interest in aligning circulation policies and procedures.

VIII. PRESIDENT'S REPORT

None.

IX. LIBRARY DIRECTOR'S REPORT

A. Librarian's Report

Director Lazaris reviewed her written report with trustees and answered questions. Training for Trustees regarding the Board Docs software for viewing the Board packet will be scheduled in January.

B. At-A-Glance Report

Trustees reviewed data and trends presented in this report.

X. NEW and UNFINISHED BUSINESS

A. Quarterly Update on Coffee Service

Trustees discussed coffee service, usage, cost and donations. Deputy Director Karnoscak will update the pricing information presented in the Board packet.

B. Approval of Ordinance #2018-5: An Ordinance Levying Taxes for Library District Purposes for the Fiscal Year Beginning the First Day of July, 2017 and Ending the 30th day of June, 2018.

Trustee Conterato moved to **approve Ordinance #2018-5: An Ordinance Levying Taxes for Library District Purposes for the Fiscal Year Beginning the First Day of July, 2017 and Ending the 30th day of June 2018,** Trustee Hintz seconded the motion.

TAX LEVY ORDINANCE
 ORDINANCE NO. 2018-5
 GENEVA PUBLIC LIBRARY DISTRICT

AN ORDINANCE LEVYING TAXES FOR LIBRARY DISTRICT
 PUROSES FOR THE
 FISCAL YEAR BEGINNING THE 1ST DAY OF JULY, 2017 AND
 ENDING THE 30TH DAY OF JUNE, 2018

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

SECTION 1: A tax for the following sums of money, or as much thereof as may be authorized by law, to defray all expenses and liabilities of the Geneva Public Library District, be and the same is hereby levied for the purposes specified against all taxable property in The Geneva Public Library District for the fiscal year commencing on the 1st day of July, 2017 and ending on the 30th day of June, 2018.

	Appropriation	Levied
1. Corporate Fund Expenses and Levy		
A. Salaries		
Full Time-IMRF	\$2,000,000.00	
Part Time-IMRF	\$600,000.00	
Part Time	\$500,000.00	
B. Library Materials		
Books	\$500,000.00	
Audiovisual	\$250,000.00	
Periodicals & Pamphlets	\$40,000.00	
Electronic Resources	\$400,000.00	
C. Operating Expenses		
Employee Health Insurance	\$500,000.00	
Utilities	\$150,000.00	
Furniture & Equipment	\$100,000.00	
IT Hardware	\$200,000.00	
Supplies	\$100,000.00	
IT Software	\$100,000.00	

Personnel Development	\$100,000.00	
Postage	\$30,000.00	
Repairs	\$100,000.00	
Publicity & Printing	\$100,000.00	
Programs	\$100,000.00	
Contingency	\$20,000.00	
Bank Charges	\$10,000.00	
Friends, Foundation & Local Grant Expenditures	\$100,000.00	
D. Contractual Professional Services		
Legal Fees	\$150,000.00	
Service Contracts	\$150,000.00	
Photocopier	\$100,000.00	
Computer Services	\$150,000.00	
Architectural & Planning Services	\$250,000.00	
Accounting Services	\$75,000.00	
Cataloging, Acquisition & Bindery	\$150,000.00	
RFID Implementation	\$400,000.00	
Development Services	\$50,000.00	
		\$4,410,000.00
2. Capital Expenses		
a. Site Planning Expenses	\$500,000.00	
b. Existing	\$500,000.00	
c. New Building Expenses	\$22,000,000.00	
3. Special Tax Expenses and Levy		
a. IMRF Expense	\$400,000.00	\$280,000.00
b. Social Security & FICA Expense	\$250,000.00	\$186,000.00
c. Liability & Unemployment Insurance Expense	\$150,000.00	\$43,000.00
d. Audit Expense	\$20,000.00	\$12,000.00
e. Building & Maintenance Expense	\$400,000.00	\$64,000.00
f. Bond & Interest Expense	\$2,000,000.00	\$1,486,330
		\$2,071,330
TOTAL	\$33,695,000.00	\$6,481,330.00

SUMMARY:

Total Appropriations	\$33,695,000.00
Appropriated from sources other than taxation	\$27,213,670
Levied as the Public Library Tax	\$4,410,000.00
Levied as Special Taxes	\$2,071,330.00
TOTAL LEVY	\$6,481,330.00

SECTION 2: This Ordinance shall be in full force and effect from and after its passage.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

C. Approval of Annual Treasurer's Report for publication.

Trustee Hintz moved to **approve Annual Treasurer's Report for publication.**
Trustee Conterato seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

D. Update on Employee Engagement Survey

Director Lazaris provided an update on the employee engagement survey conducted in September 2017. 100% of the Library staff participated in the survey. In comparison to national organizational norms, GPLD staff had higher engagement levels. President Shiffler asked if the national norms could be split between profit and nonprofit organizations for a more relevant comparison to the Library. Director Lazaris agreed to follow up on this request.

E. Approval of Letter of Agreement with Management Association for Focus Group Facilitation in the amount of \$2,300.00.

Vice-President Lord **moved to approve a Letter of Agreement with Management Association for Focus Group Facilitation in the amount of \$2,300.00.** Secretary Craft seconded the motion.

Director Lazaris explained she would like to follow up on the work done with the engagement survey by having a third party facilitate focus groups to learn more about specific opportunities for improvement.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

F. Discussion of Per Capita Grant Requirements

Director Lazaris reviewed grant requirements requested Trustees complete their portion; she will prepare the grant application for approval at the December meeting and submit it to the State of Illinois.

G. Executive Session

At 9:17 p.m., Trustee Schmid moved to **adjourn to Closed Session for the purpose of discussing minutes of meetings lawfully closed under the Open Meetings Act 5 ILCS 120/2(c)**. Secretary Craft seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

At 9:35 Trustee Conterato left the meeting.

At 9:43 Trustee Hintz moved to **reconvene to the Regular Meeting of the Board of Trustees**. Vice-President Lord seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Conterato

ABSTAIN: None

MOTION CARRIED

H. Approval of release of closed minutes as revised in previous discussion and destruction of any corresponding verbatim recordings.

Secretary Craft moved to **approve the release of closed minutes as revised in closed session discussion and destruction of any corresponding verbatim recordings**. Trustee Hintz seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Conterato

ABSTAIN: None

MOTION CARRIED

XI. OTHER NEW BUSINESS

Vice President Lord suggested that librarians be trained in administering Naloxone, an opioid overdose antidote. Trustees directed Deputy Director Karnoscak to research how other libraries are addressing this issue.

XII. PUBLIC and TRUSTEE COMMENTS

Trustees agreed that if they would like to share information such as library related articles with fellow Trustees, they will forward it to Director Lazaris first for distribution.

XIII. FUTURE AGENDA ITEMS

None.

XV. ADJOURNMENT

Trustee Hintz moved to adjourn the meeting of the Board of Trustees. Secretary Craft seconded the motion.

AYES: All

NAYS: None

ABSENT: Conterato

ABSTAIN: None

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 9:49 p.m.

Respectfully submitted,


Zachary Craft, Secretary


Bob Shiffler, President