

**MINUTES**  
**GENEVA PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**Thursday, July 27, 2017**

VI-B-i-a

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

**ABSENT:**

**ALSO PRESENT:** Deputy Director William Karnoscak; Pat Callahan, Craig Meadows (Studio GC); Dan Eallonardo (Independent Construction Services.

**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; all trustees were present except Vice President Pat Lord. Vice President Lord arrived at 7:03 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. CHANGES IN AGENDA**

President Shiffler requested that the agenda be changed to move item VII. Public Comments after IV. Building Project Updates. Secretary Craft **moved to approve the agenda as amended.** Trustee Conterato seconded the motion.

**AYES: All**

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

**IV. BUILDING PROJECT UPDATES**

John Piemonte of Ehlers reported on the sale of the first bond issue and provided updated estimates regarding the financial impact on taxpayers.

Pat Callahan and Craig Meadows of StudioGC led a discussion on elevation studies of the new building. Trustees provided input and architects will now develop one design for presentation to the Board on August 10, 2017.

Dan Eallonardo of Independent Construction Services discussed the approval process for moving the construction project forward with required permits.

**V. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY**  
Public comments were received.

President Shiffler requested a break at 9:45 p.m. Meeting resumed at 9:52 p.m.

**VI. APPROVAL OF MINUTES**

Trustee Hintz **moved to approve the Minutes of the Regular Board Meeting, June 15, 2017; Special Board Meeting, June 27, 2017; Special Board Meeting July 13, 2017; and Special Board Meeting July 19, 2017.** Secretary Craft seconded the motion.

**AYES: All**

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

**VII. TREASURER'S REPORT**

Treasurer Adams presented the monthly financial statements for June 2017. Vice President Lord **moved to approve the Treasurer's Report for June 2017 as presented, including approval of all bill payments as presented, subject to audit.** Secretary Craft seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

**VIII. COMMITTEE & LIAISON REPORTS**

**A. ALA Trustee Attendance Report**

Treasurer Mark Adams and Trustee Dana Hintz reported on their attendance at Trustee Day at the recent ALA Conference in Chicago. Trustee Hintz reported she will be joining a networking group for trustees.

**B. Foundation Liaison**

Trustee Hintz reported on her attendance at the Foundation meeting on July 6, 2017. She shared that planning for the Dodge, Drink, and Dine event scheduled

for October 14, 2017 is underway. Trustee Conterato will attend the August 3, 2017 meeting.

C. Friends Update

Director Lazaris reported that proceeds from the recent Swedish Days book sale were \$9,387.00 and thanked the Friends for their efforts. She further reported on information gathered in response to President Shiffler's request to collect zip codes from individuals who requested advance tickets. She stated that 53% were from Geneva; 47% from other areas.

D. LINC Update

Director Lazaris reported that the go live date for joining the SWAN consortium was moved to May 1, 2018.

**IX. PRESIDENT'S REPORT**

None.

**X. LIBRARY DIRECTOR'S REPORT**

A. Librarian's Report

Director Lazaris reviewed a new format for presenting statistical information.

Vice President Lord remarked on a gift left to the Library from the Estate of Mary E. Bullock as noted in Lazaris' written report.

B. Annual Statistical Summary

Director Lazaris presented the Annual Statistical Summary and reviewed fiscal year 2016-17 statistics and five year trends.

C. Annual Report

Director Lazaris presented the Annual Report noting annual statistics and program highlights for fiscal year 2016-17.

**XI. NEW and UNFINISHED BUSINESS**

A. Approve Outcome Report on Goals and Objectives for FY 2016-17

Vice President Lord **moved to approve the Outcome Report on Goals and Objectives for FY 2016-17.** Trustee Hintz seconded the motion.

Director Lazaris presented the outcome report for action items performed to achieve library wide goals and objectives. She noted accomplishments related to four initiatives: flexible space, innovation, convenience, and community connections. Trustees thanked Lazaris and GPLD staff for their efforts and noted the aggressive pace of activity over the course of the fiscal year.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

**B. Approve Tentative B&A Ordinance**

Trustee Schmid **moved to approve Tentative B&A Ordinance**. Trustee Conterato seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

**C. Set Date for Budget Hearing**

Trustees set the annual budget hearing date for September 28, 2017 at 7:00 p.m. before the regular Board meeting on the same day.

**D. Review Development Proposals**

Trustees reviewed proposals from development consultants for the new building capital campaign. Interviews will be conducted with two potential companies on August 10, 2017.

**E. Approve Letter of Engagement with Sikich for Auditing Services**

Secretary Craft **moved to approve Letter of Engagement with Sikich for Auditing Services**. Trustee Hintz seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

F. Approve Arbitrage Services Agreement

Secretary Craft **moved to approve Arbitrage Services Agreement.** Trustee Hintz seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

G. Approve Agreement with Independent Construction Services for Owner's Representation Services

Secretary Craft **moved to approve agreement with Independent Construction Services for Owner's Representation Services.** Trustee Conterato seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

H. Approve Amendment of Bylaws of Geneva Public Library District Board of Trustees

Trustee Conterato **moved to approve amendment of bylaws of Geneva Public Library District Board of Trustees regarding consent agenda as revised per discussion to exclude Patron and Public Comments/Correspondence/Publicity.** Secretary Craft seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

- I. Approve Disposal of Equipment (microfilm reader to Geneva History Museum)  
Trustee Schmid **moved to approve Disposal of Equipment (microfilm reader to Geneva History Museum)**. Secretary Craft seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

- J. Approve Payment to NMT Corporation for Digitization Services (\$6,254.60)  
Secretary Craft **moved to approve payment to NMT Corporation for digitization Services in the amount of \$6,254.60**. Trustee Schmid seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

- K. Approve Payment to CDW-G for 6 laptops (\$5,000.70)  
Secretary Craft **moved to approve payment to CDW-G for 6 laptops in the amount of \$5,000.70**. Trustee Schmid seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

- L. Approve Payment to Ottosen Britz for legal services (\$135.00)  
Trustee Hintz **moved to approve payment to Ottosen Britz for legal services in the amount of \$135.00.** Trustee Conterato seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

- M. Approve Release of Closed Minutes and Destruction of any Associated Verbatim Recordings  
Trustee Schmid **moved to approve release of closed minutes as presented and destruction of any associated verbatim recordings.** Secretary Craft seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

**XII. OTHER NEW BUSINESS**  
None.

**XIII. PUBLIC and TRUSTEE COMMENTS**  
None.

**XIV. FUTURE AGENDA ITEMS**

**XV. ADJOURNMENT**  
Trustee Schmid **moved to adjourn the meeting of the Board of Trustees.** Secretary Craft seconded the motion.

**AYES: All**

**NAYS: None**

**ABSENT: None**

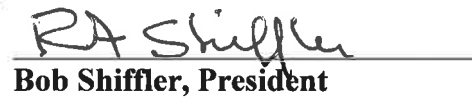
**ABSTAIN: None**

**MOTION CARRIED**

The Regular Meeting of the Board of Trustees of the Geneva Public Library District  
was adjourned at 11:08 p.m.

Respectfully submitted,

  
Zachary Craft, Secretary

  
Bob Shiffler, President