

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, August 24, 2017

VI-B-i-a

PRESENT: President Bob Shiffler, Vice President Lord, Secretary Zachary Craft (arrived at 7:44 p.m.), 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 and Craig Meadows (Studio GC); Dan Eallonardo (Independent Construction Services); Ted Danielson; Roger McConcochie; Calvin and Laura Stoney (Development Consultants); staff members Paula Krapf (PR/Marketing Manager), Lynnette Singh (Digital Services Manager), Ellen Anderson (Digital Librarian).

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. Trustee Hintz agreed to serve as Secretary Pro Tem. Roll call was taken; all trustees were present except Secretary Zachary Craft who arrived at 7:44 p.m.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN AGENDA

President Shiffler requested that the agenda be changed to move item V. Website Presentation before IV. Building Project Updates. Trustee Schmid **moved to approve the agenda as amended.** Trustee Conterato seconded the motion.

AYES: All

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

IV. WEBSITE PRESENTATION

Director Lazaris commended the efforts of Digital Services Librarian Ellen Anderson and Digital Services Manager Lynnette Singh regarding the development and launch of

the new library website. Anderson provided an overview of the new site. Additional content is planned. Director Lazaris is reviewing third-party software alternatives for the former password protected Board packet section of the website which is not possible on the new platform.

V. **BUILDING PROJECT UPDATES**

Calvin and Laura Stoney, potential development consultants, discussed their plan for coordinating Library fundraising efforts. Director Lazaris will forward their proposed contract to the Trustees for further discussion at the September 21, 2017 Special Board Meeting.

Secretary Craft arrived at 7:44 p.m.

Craig Meadows and Pat Callahan from StudioGC reported on their meetings with the Historic Preservation Commission and City of Geneva officials regarding potential building elevations. They presented four exterior color schemes and led a discussion with Trustees regarding these options. Trustees requested further development of the color scheme presented at the Historic Preservation Commission meeting.

VI. **APPROVAL FOR CONSENT AGENDA**

A. Motion to Use Consent Agenda for Certain Agenda Items

Treasurer Adams **moved to Use Consent Agenda for Certain Items**. Secretary Craft seconded the motion.

B. Approval of Consent Agenda

President Shiffler asked to remove item vii. Quarterly update on coffee service from the consent agenda.

Trustee Hintz **moved to approve Consent Agenda items as follows:**

- i. **Minutes: Regular Meeting, July 27, 2017 and Special Meeting August 10, 2017;**
- ii. **Approval of Financial Report ending July 31, 2017, including all routine bill payments detained within subject to audit;**
- iii. **Approval of payment to Peregrine, Stime in amount of \$10,185.00 for legal services;**
- iv. **Approval to close library for annual inservice on January 26, 2018;**
- v. **Approve updates to Emergency Manual;**
- vi. **Approval of submission to Illinois Public Library Report (IPLAR).**

Secretary Craft seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

vii. Quarterly Update on Coffee Service

Trustees discussed coffee service usage, cost, and donations. Trustees directed Lazaris to omit the complimentary wording on all surrounding signage.

VII. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY
Trustees reviewed patron and public comments.

VIII. COMMITTEE & LIAISON REPORTS

A. Foundation Liaison

Trustee Conterato reported on his attendance at the Foundation meeting on August 3, 2017. He shared that planning for the upcoming Dodge, Drink, and Dine fundraiser event is ongoing. Trustee Hintz indicated her interest in working as the board liaison with the Foundation and development consultants. Secretary Craft will attend the September 7, 2017 meeting.

IX. PRESIDENT'S REPORT

None.

X. LIBRARY DIRECTOR'S REPORT

A. Librarian's Report

Director Lazaris reported that staff are using the new lanyard style identification badges. Treasurer Adams inquired about an update in the written report on a conference where the speaker talked about requests for confidential patron records. Lazaris indicated that if the District faced this issue, library staff would follow established Board-approved policy.

Director Lazaris demonstrated Board packet management software as an option for the distribution of Board packets to Trustees. Trustees directed Lazaris to explore this product and other options more fully.

B. At-A-Glance Report

Trustees reviewed data and trends presented in this report.

XI. NEW and UNFINISHED BUSINESS

A. Approve Goals and Objectives Action Plan for 2017-18

Trustee Hintz moved to approve the Goals and Objectives Action Plan for 2017-18. Trustee Schmid seconded the motion.

Director Lazaris presented the Goals and Objectives Action Plan for 2017-18 and reported that this year's plan focuses on actions needed for transitioning to a new building. Trustees remarked on volume of work that needs to be accomplished.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

B. Approve Terminating Lease with Park District

Secretary Craft moved to Terminate Lease with Geneva Park District. Trustee Conterato seconded the motion.

Director Lazars explained that she's had conversations with the Park District to review the timetable for construction at the new building site and that the existing equipment needs to be removed in time to break ground. A new lease will be negotiated for a replacement playground as plans continue to develop.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

C. Approve Contract for Development Services

Discussion was deferred to the September 21, 2017 Special Board meeting.

XII. OTHER NEW BUSINESS

Trustee Hintz suggested that a photograph be taken of the Trustees at the new building site before construction commences. Trustee Schmid had a suggestion for a photographer.

Director Lazaris will forward contract information to Trustees received from the potential development consultants.

XIII. PUBLIC and TRUSTEE COMMENTS

None.

XIV. FUTURE AGENDA ITEMS

None.

XV. ADJOURNMENT

Secretary Craft moved to adjourn the meeting of the Board of Trustees. Trustee Conterato 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 10:38 p.m.

Respectfully submitted,



Dana Hintz, Secretary Pro Tem



Bob Shiffler, President