

**MINUTES**  
**SPECIAL MEETING OF THE BOARD OF TRUSTEES**  
**GENEVA PUBLIC LIBRARY DISTRICT**  
**Thursday, September 21, 2017**

VI-B-i-c

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

**ABSENT:**

**ALSO PRESENT:**

**I. CALL TO ORDER**

President Shiffler called the meeting to order at 7:02 p.m. Roll call was taken; all were present.

**II. CHANGES IN AGENDA**

Trustee Hintz **moved to approve the agenda as amended.** Trustee Conterato seconded the motion.

**AYES: All**

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

**III. NEW AND UNFINISHED BUSINESS**

- A. Ordinance #2018-3: Annual Budget and Appropriation Ordinance for the fiscal year beginning the 1<sup>st</sup> day of July, 2017 and ending the 30<sup>th</sup> day of June, 2018 with Certificate of Estimated Revenues  
Secretary Craft **moved to approve Ordinance #2018-3: Annual Budget and Appropriation Ordinance for the fiscal year beginning the 1<sup>st</sup> day of July, 2017 and ending the 30<sup>th</sup> day of June, 2018 with Certificate of Estimated Revenues.** Trustee Conterato seconded the motion.

**ORDINANCE #2018-3**

ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE  
FISCAL YEAR BEGINNING THE 1<sup>ST</sup> DAY OF JULY, 2017 AND  
ENDING THE 30<sup>TH</sup> DAY OF JUNE, 2018

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, 2017 and ending June 30, 2018 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 September 21, 2017 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, 2017 and ending June 30, 2018; and the objects and purposes for which said appropriations are made, and the amounts thereby appropriated are as follows:

	<b>Budget</b>	<b>Appropriation</b>
<b>1. Corporate Fund Expenses</b>		
<b>A. Salaries</b>		
Full Time -IMRF	\$ 1,590,000.00	\$ 2,000,000.00
Part Time-IMRF	\$ 430,000.00	\$ 600,000.00
Part Time	\$ 290,000.00	\$ 500,000.00
<b>B. Library Materials</b>		
Books	\$ 228,000.00	\$ 500,000.00
Audiovisual	\$ 109,000.00	\$ 250,000.00
Periodicals & Pamphlets	\$ 18,000.00	\$ 40,000.00
Electronic Resources	\$ 225,000.00	\$ 400,000.00
<b>C. Operating Expenses</b>		
Employee Health Insurance	\$ 300,000.00	\$ 500,000.00
Utilities	\$ 88,000.00	\$ 150,000.00
Furniture & Equipment	\$ 10,000.00	\$ 100,000.00
IT Hardware	\$ 60,000.00	\$ 200,000.00
Supplies	\$ 49,000.00	\$ 100,000.00
IT Software	\$ 40,000.00	\$ 100,000.00
Personnel Development	\$ 50,000.00	\$ 100,000.00
Postage	\$ 15,000.00	\$ 30,000.00
Repairs	\$ 25,000.00	\$ 100,000.00
Publicity & Printing	\$ 60,000.00	\$ 100,000.00
Programs	\$ 50,000.00	\$ 100,000.00

Contingency	\$	2,136.85	\$	20,000.00
Bank Charges	\$	500.00	\$	10,000.00
Friends, Foundation & Local Grant Expenditures	\$	32,000.00	\$	100,000.00
<b>D. Contractual and Professional Services</b>				
Legal Fees	\$	50,000.00	\$	150,000.00
Service Contracts	\$	60,000.00	\$	150,000.00
Photocopier	\$	35,000.00	\$	100,000.00
Computer Services	\$	105,000.00	\$	150,000.00
Architectural & Planning Services	\$	5,000.00	\$	250,000.00
Accounting Services	\$	24,000.00	\$	75,000.00
Cataloging, Acquisition & Bindery	\$	68,000.00	\$	150,000.00
RFID Implementation	\$	235,000.00	\$	400,000.00
Development Services	\$	35,000.00	\$	50,000.00
<b>2. Capital Expenses</b>				
A. Site Planning Expenses	\$	105,000.00	\$	500,000.00
B. Existing Building Capital Improvement Expenses	\$	50,000.00	\$	500,000.00
C. New Building Expenses	\$	3,722,549.00	\$	22,000,000.00
D. Bond & Interest Expenses	\$	317,985.00	\$	2,000,000.00
<b>3. IMRF Expense</b>	\$	266,236.00	\$	400,000.00
<b>4. Social Security &amp; FICA Expense</b>	\$	176,715.00	\$	250,000.00
<b>5. Liability &amp; Unemployment Insurance Expense</b>	\$	40,000.00	\$	150,000.00
<b>6. Audit Expense</b>	\$	12,500.00	\$	20,000.00
<b>7. Building &amp; Maintenance Expense</b>	\$	61,359.00	\$	400,000.00
<b>TOTAL</b>	<b>\$</b>	<b>9,040,980.85</b>	<b>\$</b>	<b>33,695,000.00</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 \$5,663,539.00.
- (b) That the estimated cash expected to be received during the fiscal year from all sources is \$14,805,223.00. (tax revenues plus receipts from other sources).
- (c) That the estimated expenditures for the fiscal year are \$9,040,980.85
- (d) That the estimated cash expected to be on hand at the end of the fiscal year is 11,427,781.15.

(e) That the estimated amount of taxes to be received by The Geneva Public Library District during the fiscal year is \$4,750,135.00.

(f) That the estimated amount of income to be received from sources other than library taxes for the fiscal year is 10,055,088.

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.

Passed by the Board of Library Trustees of the Geneva Public Library District the 21st day of September, 2017, pursuant to roll call vote as follows:

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

B. Ordinance #2018-4: An Ordinance determining to levy an additional tax of .02% for the 2017-2018 fiscal year

Treasurer Adams **moved to approve Ordinance #2018-4: An Ordinance determining to levy an additional tax of .02% for the 2017-2018 fiscal year.** Trustee Hintz seconded the motion.

ORDINANCE #2018-4  
AN ORDINANCE DETERMINING TO  
LEVY AN ADDITIONAL TAX OF .02%  
FOR THE 2017 -2018 FISCAL YEAR

WHEREAS, The Illinois Public Library District Act, specifically 75 ILCS 16/35-5 thereof, authorizes the Board of Trustees to levy a special tax in addition to the annual public library district tax for the purchase of sites and buildings, for construction and equipment of buildings, for rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment; and

WHEREAS, the amount of said special tax as set forth in said 75 ILCS 16/35-5 is .02% of the value of all of the taxable property in the District as equalized or assessed by the Department of Local Government Affairs; and

WHEREAS, The Board of Trustees deems it advisable and necessary to levy said special tax for the 2017-2018 fiscal year for the purposes set forth; and

WHEREAS, The Board of Trustees has determined to levy said special tax;

NOW, THEREFORE, BE IT ORDAINED AND DETERMINED by the Board of Trustees of the Geneva Public Library District that for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for the maintenance, repairs and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District, as equalized or assessed, shall be levied for the fiscal year 2017-2018.

FURTHER, a copy of this ordinance shall be published in the Daily Herald within 15 days after the date of adoption in the form provided by law.

FURTHER, this Ordinance shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this 21ST day of September, 2017, pursuant to a roll call vote as follows:

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

- C. Contract for development services with Cal and Laura Stoney  
Trustees reviewed and discussed a contract proposal for development services with Cal and Laura Stoney. Trustees directed Director Lazaris to work with Cal and Laura Stoney to define the deliverables and prepare the contract for approval at the next regular meeting scheduled for September 28, 2017.
- D. Personnel Committee Closed Meeting Minutes, September 11, 2017  
Minutes from the Closed Personnel Committee Meeting of September 11, 2017 were presented and reviewed for informational purposes.
- E. Executive Session  
At 7:19 p.m., Secretary Craft **moved to adjourn to Closed Session for the purpose of discussing matters pertaining to the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body 5 ILCS 120/2 (c)(3) or (1).** Trustee Hintz seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

At 8:31 p.m., Secretary Craft **moved to reconvene to the Regular Meeting of the Board of Trustees.** Trustee Conterato seconded the motion.

**AYES: All**

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

**F. Library Director Salary**

Secretary Craft **moved to approve the salary for the Library Director at \$112,350 effective upon her annual evaluation on June 30, 2017.** Trustee Hintz seconded the motion. Director Lazaris thanked the Board and staff for their continued support and noted that it is an honor to serve the Geneva Public Library District.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

**IV. PUBLIC AND TRUSTEE COMMENT**

President Shiffler asked for Trustee comments on color samples recently delivered to the Library by the architects as consideration for the exterior of the new building. Trustee consensus was distaste for a reddish terracotta sample. Trustees directed Director Lazaris to follow up with architects and ask for another color option and to request clarification on variation of color through texture versus hue.

**V. ADJOURNMENT**

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

**AYES: All**

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

The meeting adjourned at 9:13 p.m.

Respectfully submitted,

  
Zachary Craft, Secretary

  
Bob Shiffler, President