

**MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, November 19, 2015**

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

ABSENT: Secretary Zachary Craft

ALSO PRESENT: Deputy Director William Karnoscak, Public Relations/Marketing Manager Paula Krapf, Craig Meadows

I. CALL TO ORDER / ROLL CALL

At 6:02 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 with the exception of Secretary Craft who was absent and Vice President Lord who joined the meeting at 6:10 p.m.

President Shiffler appointed Trustee Hintz Secretary Pro-Tem.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN AGENDA

President Shiffler revised the agenda by moving item **IX-A. Library Walk-through** to precede item **IV. Approval of the Minutes**, and removed Items **X-H. Executive Session** and **X-I, Approve Amended Land Contract** from the agenda.

IX. NEW BUSINESS.

A. Walk-through of the Library.

Trustees participated in the annual walk-through of the Library led by Director Lazaris. Lazaris noted changes in areas of the Library that had taken place in the previous twelve months and highlighted future projects that are detailed in the Strategic Plan.

IV. APPROVAL OF MINUTES

Trustee Conterato **moved to approve the Minutes of the Regular Board Meeting on October 22, 2015; the Closed Board Meeting on October 22, 2015, and the Committee of the Whole on November 4, 2015.** Vice President Lord seconded the motion. Treasurer Adams noted an error in the Regular minutes from October 22, 2015. Minutes were approved subject to revision.

AYES: All

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

V. TREASURER'S REPORT

Treasurer Adams presented the financial reports for October 2015. He reviewed fund balances and expenditures. Trustee Conterato **moved to approve the Treasurer's Report for October 2015 as presented, including the approval of all bill payments as presented, subject to audit.** Trustee Schmid seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

VI. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY

Trustees reviewed written patron comments.

VII. COMMITTEE & LIAISON REPORTS

A. Friends Update

Director Lazaris noted the Friends Book Sale scheduled for December 3-5 and encouraged everyone to come out and support the Friends. She thanked the Friends for their efforts to raise funds for the Library.

B. Foundation Liaison

Trustee Conterato attended the Foundation's monthly meeting on November 5. Plans for their annual donation letter campaign are underway. Director Lazaris attended the Speaker Series on November 11 with a presentation by Professor Sinclair Bell, archeologist and art historian from Northern Illinois University. The topic was Roman sport and spectacle; approximately 30 people attended. The next Foundation meeting will be on December 3. President Shiffler volunteered to be the Trustee Liaison.

C. LINC Update

Director Lazaris attended the November 13 monthly meeting of LINC at St. Charles Public Library. The meeting focused on reviewing LINC's by-laws and discussing

budget implications due to the departure of Franklin Park Library from the consortium next fiscal year.

VIII. PRESIDENT'S REPORT

President Shiffler noted there were no additional updates on the Sixth Street property. The Board is awaiting finalized documentation regarding demolition costs and tank removal related to the former Sixth Street School.

IX. LIBRARIAN'S REPORT

Director Lazaris shared information about a library-wide technology-based staff training project underway called 19 Mobile Things. Lazaris encouraged Board members to follow the Library on the various social media streams. She drew attention to the added section of the Librarian's Report detailing the Library's marketing, programming, and outreach events. Finally, Lazaris mentioned the Library's migration to a new email interface, Outlook 365, scheduled for December 2.

X. NEW and UNFINISHED BUSINESS

A. Annual Walk-through of the Library

The annual walk-through of the Library occurred earlier in the agenda.

B. Public Relations and Marketing Presentation by Paula Krapf

Krapf presented an overview of the Library's Marketing, Public Relations, Outreach, and Programming efforts and answered questions from Board members.

C. Discuss Needs Assessment Next Steps

President Shiffler led a discussion regarding next steps by the Board following the completion of the Needs Assessment report by StudioGC. The consensus of the Board was to continue to pursue library expansion possibilities with the assistance of outside consulting services.

D. Proposal from StudioGC for Building Feasibility Services

Director Lazaris presented a building program timeline developed by StudioGC describing the key elements and activities that are part of the process. Craig Meadows of StudioGC summarized a proposal for two phases of work StudioGC has outlined as next steps: Phase I, Information Gathering and Preliminary Conceptual Design and Phase II, Information Sharing and Feedback.

President Shiffler stated his desire to create a subcommittee for working on Needs Assessment next steps. Trustees Shiffler, Adams, Conterato and Hintz agreed to serve on this committee.

Further discussion ensued regarding short-term improvements for the current building. Board consensus indicated that Director Lazaris should work with StudioGC to obtain a proposal for interior renovations.

Trustee Hintz **moved to approve Phase I of the Building Feasibility Services proposal offered by StudioGC in an amount not to exceed \$13,000.** Vice President Lord seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

Trustee Conterato **moved to approve Phase II of the Building Feasibility Services proposal offered by StudioGC in an amount not to exceed \$13,500.** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

E. Levy Ordinance (Ordinance No. 2016-5)

ORDINANCE #2016-5

AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES FOR THE
FISCAL YEAR BEGINNING THE 1ST DAY OF JULY, 2015 AND
ENDING THE 30TH DAY OF JUNE, 2016

AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES FOR THE FISCAL YEAR
BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016, FOR THE GENEVA PUBLIC LIBRARY
DISTRICT, KANE COUNTY, ILLINOIS

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

Section 1: That 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, 2015 and ending on the 30th day of June, 2016.

	Appropriated	Levied
1. Corporate Fund Expenses		
A. Salaries		
Full Time –IMRF	\$ 2,000,000.00	
Part Time-IMRF	\$ 600,000.00	
Part Time	\$ 600,000.00	
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	\$ 250,000.00	
IT Hardware	\$ 200,000.00	
Supplies	\$ 75,000.00	
IT Software	\$ 100,000.00	
Personnel Development	\$ 100,000.00	
Postage	\$ 30,000.00	
Repairs	\$ 100,000.00	
Publicity & Printing	\$ 100,000.00	
Programs	\$ 80,000.00	
Contingency	\$ 20,000.00	
Bank Charges	\$ 10,000.00	
Friends, Foundation & Local Grant Expenditures	\$ 100,000.00	
D. Contractual and Professional Services		
Legal Fees	\$ 150,000.00	
Service Contracts	\$ 150,000.00	
Photocopier	\$ 40,000.00	
Computer Services	\$ 150,000.00	
Architectural & Planning Services	\$ 500,000.00	
Accounting Services	\$ 75,000.00	

Cataloging, Acquisition & Bindery	\$ 150,000.00	\$ 4,252,000.00
2. Capital Improvements	\$ 500,000.00	
3. Land Acquisition & Site Planning	\$ 3,000,000.00	
4. IMRF Expense	\$ 400,000.00	\$ 275,000.00
5. Social Security & FICA Expense	\$ 250,000.00	\$ 178,000.00
6. Liability & Unemployment Insurance Expense	\$ 150,000.00	\$ 43,000.00
7. Audit Expense	\$ 20,000.00	\$ 11,000.00
8. Building & Maintenance Expense	\$ 400,000.00	\$ 61,000.00
TOTAL	\$ 12,140,000.00	\$ 4,820,000.00

SUMMARY:

Total Appropriations	12,140,000.00
Appropriated from sources other than taxation	7,315,000.00
Levied as the Public Library Tax	4,252,000.00
Levied as Special Taxes	568,000.00
TOTAL LEVY:	\$ 4,820,000.00

Section 2: This ordinance shall be in full force and effect from and after its passage and approval as required by law.

Trustee Hintz **moved to approve the Levy Ordinance #2016-5.** Treasurer Adams seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

F. Payment to Peregrine Stime

Vice President Lord **moved to approve payment in the amount of \$1,540.50 to Peregrine Stime.** Trustee Schmid seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

G. Payment to Ottosen Britz

Vice President Lord **moved to approve payment in the amount of \$240.00 to Ottosen Britz.** Trustee Schmid seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

XI. OTHER NEW BUSINESS

None.

XII. PUBLIC and TRUSTEE COMMENTS

Trustee Hintz commended the efforts of Public Relations/Marketing Manager, Paula Krapf. Treasurer Adams presented a growing concern regarding the lack of information the Board members have to share when questioned by citizens. President Shiffler spoke with the Geneva Police Department regarding the needs for handicapped accessible parking with easy access to the Library.

XIII. FUTURE AGENDA ITEMS

Review the draft of Board of Trustee Bylaw revisions.

XIV. ADJOURNMENT

Trustee Conterato **moved to adjourn the meeting of the Board of Trustees.** Vice President Lord seconded the motion.

AYES: All

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 9:31 p.m.

Respectfully submitted,



Dana Hintz, Secretary Pro Tem



Bob Shiffler, President