

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, December 17, 2015

IV-A

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

ABSENT: Trustee Paul Conterato

ALSO PRESENT: Deputy Director William Karnoscak, Brian LeFevre, Craig Meadows (Via electronic participation at 9:17 p.m.)

I. CALL TO ORDER / ROLL CALL

At 7:00 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 Trustee Conterato who was absent and Vice President Lord who joined the meeting at 7:02 p.m.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN AGENDA

President Shiffler revised the agenda by placing items **X-A. Presentation of Audit Report and X-B. Approval of Financial Report FY 2014-15** after **IV. Approval of Minutes**. Shiffler also removed items **X-H. Executive Session** and **X-I. Approve Amended Land Contract**.

IV. APPROVAL OF MINUTES

Secretary Craft **moved to approve the Minutes of the Regular Board Meeting on November 19, 2015**. Trustee Hintz seconded the motion. Vice President Lord requested an amendment to the minutes. Secretary Craft withdrew his motion. Secretary Craft **moved to approve the Minutes of the Regular Board Meeting on November 19, 2015, as amended**. Trustee Hintz seconded the motion. Minutes were approved subject to revision.

AYES: All

NAYS: None

ABSENT: Conterato

ABSTAIN: None

MOTION CARRIED

X. NEW BUSINESS

A. Presentation of Audit Report by Brian LeFevre

Brian LeFevre of Sikich, presented the annual audit report which was filed with the state comptroller's office. He noted the audit followed the standards set forth by the American Institute of Certified Public Accounts and the Governmental Accounting Standards Board. LeFevre answered questions raised by Trustees, including procedures related to bank reconciliations, separation of duties, and timing of tax receipts. LeFevre noted fund consolidation that took place this year. Discussion ensued about the possibility of combining the Special Reserve Fund and Capital Improvement Fund. All thanked LeFevre for his work and Mr. LeFevre departed at 9:02 p.m.

B. Approval of Financial Report (audit) FY 2014-15

Secretary Craft **moved to approve the Annual Financial Report for FY 2014-2015.** Treasurer Adams seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Conterato

ABSTAIN: None

MOTION CARRIED

V. TREASURER'S REPORT

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

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Conterato

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' December book sale raised \$7,784. Lazaris thanked the Friends' for their hard work and continued support of the Library.

B. Foundation Liaison

President Shiffler and Director Lazaris attended the Foundation's monthly meeting on December 2. The Foundation accepted a new Board member, Taylor Egan, who is eager to assist with fundraising. President Shiffler noted the Foundation provided just under \$6,000 to fund GPLD's mobile app. Their next Speaker Series is on January 13 on the topic of Mars exploration. The next Foundation meeting will be on January 7. Secretary Craft volunteered to be the Trustee Liaison.

C. LINC Update

Director Lazaris attended the December 11 monthly meeting of LINC at Batavia Public Library. Lazaris reported on discussions at LINC regarding its future, including the possibility dissolving the consortium for the purpose of merging with another consortium.

VIII. PRESIDENT'S REPORT

President Shiffler provided a brief recap of the Needs Assessment Subcommittee which convened on December 10. Shiffler asked that final comments for the "Planning for Our Future" document should be forwarded to Lazaris so it can be sent to the printer. Vice President Lord voiced her concern regarding a conflicting message of authorship due to the inclusion of the signature of the principal architect associated with the Needs Assessment on the final page and the names of Trustees on the cover page.

IX. LIBRARIAN'S REPORT

Director Lazaris encouraged participation in the Winter Reading Program, "Reading is Sweet." Lazaris also reviewed the agenda for the 2016 Library Staff InService scheduled for January 22, 2016 and invited Board members to participate if they were available to do so.

X. NEW and UNFINISHED BUSINESS

A. Presentation of audit report by Brian LeFevre

Occurred earlier in the agenda.

B. Financial Report FY2014-15

Occurred earlier in the agenda.

C. Treasurer's Report for Publication

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

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Conterato

ABSTAIN: None

MOTION CARRIED

D. Per Capita Grant Application

Director Lazaris reviewed the application for a Per Capita Grant through the State of Illinois. She noted that State budget issues will likely impact if and when disbursement will be made for this grant.

Vice President Lord **moved to approve Geneva Public Library District's Per Capita Grant Application.** Trustee Schmid seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Conterato

ABSTAIN: None

MOTION CARRIED

E. StudioGC Proposal for Interior Renovation Services

Lazaris presented a proposal for interior design services from StudioGC. Discussion ensued regarding design phases and scope of work. Craig Meadows, Project Manager at StudioGC, joined the discussion by telephone at 9:17 p.m. to address questions.

Secretary Craft **moved to approve StudioGC's Phase 1 and 2 proposal for Interior Design Services in the amount of \$12,985.** Treasurer Adams seconded the motion. Vice President Lord **moved to amend the motion to approve Studio GC's Phase 1 and 2 proposal for Interior Design Services in an amount not to exceed \$12,985.** Treasurer Adams seconded the motion.

Roll call vote was taken to approve the motion to amend.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Conterato

ABSTAIN: None

MOTION CARRIED

Roll call vote was taken to approve the amended motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Conterato

ABSTAIN: None

MOTION CARRIED

F. Discussion of Amended Bylaws

Vice President Lord and Trustee Hintz presented proposed revisions to the Bylaws of the Board of Trustees. President Shiffler proposed a Committee of the Whole convene in January 2016 to discuss the Bylaws. Shiffler asked Board members to forward comments to Lord and Hintz in advance of the Committee of the Whole meeting.

G. Payment to Robbins Schwartz

Secretary Craft **moved to approve payment to Robbins Schwartz in the amount of \$110.00.** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Conterato

ABSTAIN: None

MOTION CARRIED

XI. OTHER NEW BUSINESS

None.

XII. PUBLIC and TRUSTEE COMMENTS

None.

XIII. FUTURE AGENDA ITEMS

Treasurer Adams noted the director of the DeKalb library extended an invitation for the Board to tour their just-completed addition to their library. Adams mentioned the addition contains spaces similar to those the Library has identified in its current strategic plan. The Board will discuss further a potential visit to DeKalb. President Shiffler asked Adams to bring some potential dates forward to the January 2016 Board meeting.

XIV. ADJOURNMENT

Secretary Craft **moved to adjourn the meeting of the Board of Trustees.** Vice President Lord seconded the motion.

AYES: All

NAYS: None

ABSENT: Conterato

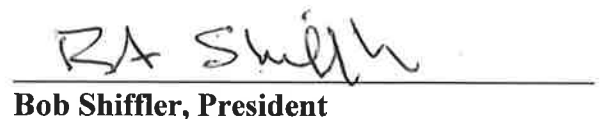
ABSTAIN: None

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 10:01 p.m.

Respectfully submitted,


Zachary Craft, Secretary


Bob Shiffler, President