

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, August 27, 2015

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

ABSENT: None

ALSO PRESENT: Deputy Director William Karnoscak; Sue Blakemore (arrived at approximately 7:30 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 trustees were present.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN AGENDA

There were no changes in the agenda.

IV. APPROVAL OF MINUTES

Trustee Schmid **moved to approve the Minutes of the Regular Board Meeting on July 23, 2015; the Closed Board Meeting on July 23, 2015.** Trustee Conterato seconded the motion.

AYES: All

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

V. TREASURER'S REPORT

Treasurer Adams presented the financial report for July 2015. He reviewed fund balances and expenditures, noting current activity levels for this point in the fiscal year.

Trustee Conterato **moved to approve the Treasurer's Report for July 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, Adams, Craft, Conterato, Hintz, Schmid

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

VI. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY

None.

VII. COMMITTEE & LIAISON REPORTS

A. Foundation Liaison

Trustee Schmid attended the Foundation's monthly meeting on August 6. Prior to the meeting, Director Lazaris distributed the Library's recently-adopted Strategic Plan to the Foundation. Schmid noted the Foundation is seeking a volunteer with experience in fundraising who could also help plan a "signature event." The Speaker Series resumes on September 23 with a presentation by Robert Girardi on the topic of the Midwest's involvement in the Civil War. The next Foundation meeting will be on September 3. Treasurer Adams volunteered to be the Trustee Liaison.

B. LINC Update

Director Lazaris attended the August 14 monthly LINC meeting at Bloomingdale Public Library. Lazaris is serving on the LINC Futures Task Force, consisting of five library directors. The group met before the regular meeting on August 14 to discuss their primary charge of exploring the pros and cons of merging with other regional consortia (such as SWAN and MAGIC).

VIII. PRESIDENT'S REPORT

President Shiffler stated he took pictures of the Sixth Street School to document some of its architectural highlights before it is demolished by the County. Shiffler noted that Vice President Lord reached out to Terry Emma, Executive Director of the Geneva History Museum regarding efforts to preserve material contents of the building. There was additional discussion about whether or not a time capsule existed somewhere on the grounds, but to date, nothing has turned up.

IX. LIBRARIAN'S REPORT

Director Lazaris shared information about a FOIA request the Library recently received. About 600 other libraries have also received the same request. Various documents, some dating back to the year 2000 were requested. Lazaris requested an extension to the original deadline as many of the records are stored off-site.

Auditors from Sikich will be onsite on September 17 to do fieldwork in preparation for the Library's annual audit. The audit will be presented at the December Board meeting.

Lazaris shared information about Illinois Library Association's annual meeting in Peoria including Trustee Day on September 24.

September is Library Card Sign-up month. Sign-ups will be available at several local businesses throughout the month. "Food for Fines" is scheduled for September 13-19. Patrons can bring in non-perishable food items that will go to St. Peter's Food Pantry.

Lazaris also reviewed the Library's Annual Statistical Summary (a 5-year comparison). Discussion ensued regarding how to capture additional library usage measures, such as virtual visitors and wifi users, and the impact of convenience services such as autorenewal of library cards and materials.

X. NEW and UNFINISHED BUSINESS

A. Trustee Use of Email

President Shiffler asked Trustees to always respond to library-related emails using their gpld.org accounts. Director Lazaris gave a brief demo of the Library's email interface.

B. Per Capita Grant Requirements for Fiscal Year 2016

Board members engaged in a discussion regarding this year's per capita grant requirements including identifying and describing how library funds are used to support educational programs and training opportunities for patrons.

C. Annual Report for Submission to State Library

Director Lazaris thanked Deputy Director Karnoscak for completing the Illinois Public Library Annual Report (IPLAR).

Treasurer Adams **moved to approve the Annual Report for Fiscal Year 2015 for Submission to the State Library.** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

D. PCI Compliance Policy

Lazaris noted the policy was amended to meet a recommendation made by Vice President Lord at the July meeting, to note the protocol in place should a data breach occur.

Vice President Lord **moved to approve the PCI Compliance Policy.** Trustee Conterato seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

- E. Budget & Appropriation Ordinance #2016-2 w/Certificate of Estimated Revenues
Treasurer Adams provided highlights of the FY16 Budget and Appropriation Ordinance. Of note, personnel spending is budgeted below last year and additional funds are allocated for capital improvements.

Secretary Craft **moved to approve the Budget & Appropriate Ordinance #2016-2 with Certificate of Estimated Revenues.** Trustee Schmid seconded the motion.

ORDINANCE #2016-2

ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE
FISCAL YEAR BEGINNING THE 1ST DAY OF JULY, 2015 AND
ENDING THE 30TH DAY OF JUNE, 2016

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, 2015 and ending June 30, 2016 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 August 27, 2015 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, 2015 and ending June 30, 2016; and the objects and purposes for which said appropriations are made, and the amounts thereby appropriated are as follows:

	Budget	Appropriation
1. Corporate Fund Expenses		
A. Salaries		
Full Time -IMRF	\$ 1,565,000.00	\$ 2,000,000.00
Part Time-IMRF	\$ 455,000.00	\$ 600,000.00
Part Time	\$ 312,000.00	\$ 600,000.00
B. Library Materials		
Books	\$ 235,000.00	\$ 500,000.00
Audiovisual	\$ 121,000.00	\$ 250,000.00
Periodicals & Pamphlets	\$ 15,000.00	\$ 40,000.00
Electronic Resources	\$ 215,000.00	\$ 400,000.00
C. Operating Expenses		
Employee Health Insurance	\$ 305,000.00	\$ 500,000.00
Utilities	\$ 86,000.00	\$ 150,000.00
Furniture & Equipment	\$ 80,000.00	\$ 250,000.00
IT Hardware	\$ 80,000.00	\$ 200,000.00
Supplies	\$ 37,800.00	\$ 75,000.00
IT Software	\$ 40,000.00	\$ 100,000.00
Personnel Development	\$ 65,000.00	\$ 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	\$ 44,000.00	\$ 80,000.00
Contingency	\$ 2,517.58	\$ 20,000.00
Bank Charges	\$ 1,000.00	\$ 10,000.00
Friends, Foundation & Local Grant Expenditures	\$ 32,000.00	\$ 100,000.00
D. Contractual and Professional Services		
Legal Fees	\$ 66,000.00	\$ 150,000.00
Service Contracts	\$ 70,000.00	\$ 150,000.00

Photocopier	\$ 22,000.00	\$ 40,000.00
Computer Services	\$ 110,000.00	\$ 150,000.00
Architectural & Planning Services	\$ 30,000.00	\$ 500,000.00
Accounting Services	\$ 22,800.00	\$ 75,000.00
Cataloging, Acquisition & Bindery	\$ 80,000.00	\$ 150,000.00
2. Capital Improvements	\$ 106,187.00	\$ 500,000.00
3. Land Acquisition & Site Planning	\$ 2,347,910.71	\$ 3,000,000.00
4. IMRF Expense	\$ 263,812.00	\$ 400,000.00
5. Social Security & FICA Expense	\$ 178,398.00	\$ 250,000.00
6. Liability & Unemployment Insurance Expense	\$ 40,000.00	\$ 150,000.00
7. Audit Expense	\$ 10,950.00	\$ 20,000.00
8. Building & Maintenance Expense	\$ 58,604.63	\$ 400,000.00
TOTAL	\$ 7,197,979.92	\$ 12,140,000.00

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 \$6,757,666.56
- (b) That the estimated cash expected to be received during the fiscal year from all sources is \$4,785,881.00 (tax revenues plus receipts from other sources).
- (c) That the estimated expenditures for the fiscal year are \$7,197,979.92.
- (d) That the estimated cash expected to be on hand at the end of the fiscal year is \$4,345,567.64.
- (e) That the estimated amount of taxes to be received by The Geneva Public Library District during the fiscal year is \$4,650,881.00.
- (f) That the estimated amount of income to be received from sources other than library taxes for the fiscal year is \$135,000.00.

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 27th day of August, 2015, pursuant to roll call vote as follows:

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

- F. .02 Building and Maintenance Ordinance #2016-4
Vice President Lord **moved to approve the additional .02 tax levy Building and Maintenance Ordinance, #2016-4.** Trustee Conterato seconded the motion.

ORDINANCE #2016-4

AN ORDINANCE DETERMINING TO
LEVY AN ADDITIONAL TAX OF .02%
FOR THE 2015 -2016 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 2015-2016 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 2015-2016.

FURTHER, a copy of this ordinance shall be published in Kane County Chronicle 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 27th day of August, 2015, pursuant to a roll call vote as follows:

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

G. Library Closing for Staff In-service Day, January 22, 2016

Director Lazaris requested permission to close the Library for a day to devoted to personnel development and training. She noted that January is a less busy month.

Trustee Schmid **moved to approve Closing the Library for Staff In-service Day on January 22, 2016.** Secretary Craft seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

H. Sikich Letter of Understanding

Trustee Conterato **moved to approve the Letter of Understanding with Sikich for conducting the Library's annual audit.** Secretary Craft seconded the motion.

Vice President Lord suggested an amendment to the Letter, page 7, paragraph 3. Conterato moved to withdraw the motion currently on the floor.

Vice President Lord **moved to approve the Letter of Understanding, subject to Director Lazaris requesting approval from Sikich to revise page 7, paragraph 3, sentence 1 to read "...defend, indemnify, and hold harmless Sikich LLP and its partners..." and eliminate end of sentence in parentheses regarding defense.** Secretary Craft seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

I. Payment to Peregrine Stime

Treasurer Adams suggested the firm rearrange the format of their billing to include their name on all pages of their invoices.

Secretary Craft **moved to approve payment in the amount of \$6,532.50 to Peregrine Stime.** Vice President Lord seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

J. Payment to Robbins Schwartz

Trustee Conterato **moved to approve payment in the amount of \$2,915.00 to Robbins Schwartz.** Trustee Schmid seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

K. Executive Session

At 8:36 p.m., Vice President Lord **moved to adjourn to Closed Session for the purpose of discussion of personnel matters pertaining to the appointment, employment and compensation, discipline, performance or dismissal of specific employees of the public body 5 ILCS 120/2 (c) (3) or (1); and pending litigation / 5 ILCS 120/2 (c) (11).** Secretary Craft seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

At 8:51 p.m., Vice President Lord **moved to reconvene to Regular Meeting.** Secretary Craft seconded the motion.

AYES: All

NAYS: None

ABSENT: Adams

ABSTAIN: None

MOTION CARRIED

XI. OTHER NEW BUSINESS

None.

XII. PUBLIC and TRUSTEE COMMENTS

[This agenda item transpired prior to X-K, Executive Session.]

Sue Blakemore, Geneva resident, asked about the status and activities surrounding the Sixth Street School site. President Shiffler stated the Library currently has negotiated a contract with Kane County for the purchase of the property, which includes the Sixth Street School being demolished. After demolition, the Library will move forward with the contract and real estate closing. Shiffler noted planning work undertaken by the Library to determine current and future space and usage needs. He also noted community response has been united in the desire to keep the Library in a downtown location. Shiffler further explained before any new building plans would move forward, the Library would have to put a referendum forward to the taxpayers of Geneva

XIII. FUTURE AGENDA ITEMS

None.

XIV. ADJOURNMENT

Trustee Conterato **moved to adjourn the meeting of the Board of Trustees.** Secretary Craft seconded the motion.

AYES: All

NAYS: None

ABSENT: Adams

ABSTAIN: None

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 8:54 p.m.

Respectfully submitted,


Zachary Craft, Secretary


Bob Shiffler, President