

V-A

**MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, January 28, 2016**

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

ABSENT: Treasurer Mark Adams

ALSO PRESENT: Deputy Director William Karnoscak; Craig Meadows, Project Manager, StudioGC

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 Treasurer Mark Adams who was absent.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN AGENDA

None.

IV. APPROVAL OF MINUTES

Vice President Lord **moved to approve the Minutes of the Regular Board Meeting on December 17, 2015 and the Committee of the Whole Meeting on January 11, 2016.** Secretary Craft seconded the motion.

AYES: All

NAYS: None

ABSENT: Adams

ABSTAIN: None

MOTION CARRIED

Minutes of the Needs Assessment Subcommittee meetings held on December 10, 2015, January 5, 2016, and January 19, 2016 and the Personnel Committee meeting held on December 30, 2015 were presented for informational purposes.

V. TREASURER'S REPORT

Director Lazaris presented the monthly financial statements for December 2015 in Treasurer Adams' absence. She reviewed fund balances and expenditures. Trustee Hintz **moved to**

approve the Treasurer's Report for December 2015 as presented, including the approval of all bill payments as presented, subject to audit. Trustee Conterato seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Adams

ABSTAIN: None

MOTION CARRIED

VI. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY

Trustees reviewed written patron comments.

VII. COMMITTEE & LIAISON REPORTS

A. Needs Assessment Subcommittee

President Shiffler reported on recent meetings of the Needs Assessment subcommittee including the development of an F.A.Q. in response to questions about the Library's future. Shiffler encouraged input from all Board members.

B. Personnel Committee

Secretary Craft reported that the Personnel Committee met to review revisions to the Employee Handbook (formerly titled "Personnel Policy").

C. Foundation Liaison

Secretary Craft attended the Foundation's monthly meeting on January 7. He reported on the year-end letter writing campaign and plans for a fundraising event in the fall of 2016. The next Foundation meeting will be on February 10. Trustee Hintz volunteered to be the Trustee Liaison.

VIII. PRESIDENT'S REPORT

President Shiffler reported that an Intergovernmental meeting is scheduled for Wednesday February 3 and that Director Lazaris and Treasurer Adams would attend the meeting.

IX. LIBRARY DIRECTOR'S REPORT

Director Lazaris reported that 62 staff members attended the annual Library Staff InService day on Friday January 22 and thanked Board members for their attendance and support. She further reported that the next issue of the Library's newsletter is due in the Library on February, six of the new chairs in the fireplace area now have electricity to charge devices via AC or USB connections, and the Library's mobile app is being finalized and tested. Lazaris shared an Annual Report document with summary statistics as of the end of the FY2015 (June 30, 2015).

X. NEW and UNFINISHED BUSINESS

A. Update on Interior Renovation Master Planning Project

Craig Meadows of StudioGC provided an overview of master planning work for small scale interior renovations and furnishing upgrades. The consensus of the Board was to delegate authority to the Building and Grounds committee to prioritize the projects summarized by Meadows.

B. Appoint Trustees for Review of Closed Minutes

Secretary Craft and Trustee Conterato volunteered to review closed meeting minutes.

C. Review Bylaws Revisions

Vice President Lord and Trustee Hintz reported there were no updates at this time.

D. Discuss potential Intergovernmental Agreement for providing Library cards to District 304 students and educators

Director Lazaris discussed opportunities to strengthen relations with School District 304. She explained how an intergovernmental agreement between the Library Board and the School Board could be used to expand services offered to students and teachers, specifically those not residing within library district boundaries. Discussion ensued regarding the logistics of offering such services. The consensus of the Board was for Lazaris to obtain additional information regarding practices at other libraries and more detailed information regarding the number of students and teachers that could benefit from an intergovernmental agreement.

E. 2016 Calendar of Duties

Lazaris presented a calendar of activities related to monthly Board Meetings for 2016. Trustee Schmid **moved to approve the 2016 Calendar of Duties**. Secretary Craft seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Adams

ABSTAIN: None

MOTION CARRIED

F. Approve Marketing Plan

Director Lazaris presented a marketing plan for fiscal years 2015/16-2016/17 and acknowledged the contributions of staff who worked on the plan. Trustee Hintz **moved to approve the Marketing Plan**. Trustee Conterato seconded the motion. Vice President Lord expressed her interest in offering videos of the Library on the Library's website.

Director Lazaris stated she would share this feedback with Digital Services staff who oversee the website.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Adams

ABSTAIN: None

MOTION CARRIED

G. Payment to Peregrine Stime

Secretary Craft **moved to approve payment to Peregrine Stime in the amount of \$2,145.00.** Trustee Schmid seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Adams

ABSTAIN: None

MOTION CARRIED

H. Payment to Robbins Schwartz

Secretary Craft **moved to approve payment to Robbins Schwartz in the amount of \$440.00.** Trustee Conterato seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Adams

ABSTAIN: None

MOTION CARRIED

I. Payment to Face to Face Communications

Trustee Hintz **moved to approve payment to Face to Face Communications in the amount of \$2,500.00.** Secretary Craft seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Adams

ABSTAIN: None

MOTION CARRIED

J. Executive Session

At 9:29 p.m., Secretary Craft moved to adjourn to Closed Session for the purpose of discussing matters related to the purchase or lease of real property for the use of the public body 5 ILCS 120/2 (c) (5). Trustee Conterato seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Adams

ABSTAIN: None

MOTION CARRIED

At 9:45 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: Adams

ABSTAIN: None

MOTION CARRIED

K. Resolution 2016-2 Approving Confirmation of Contract Terms/Closing Preparations (Purchase of the Sixth Street School Site).

**RESOLUTION NO. 2016-2
GENEVA PUBLIC LIBRARY DISTRICT**

**RESOLUTION APPROVING CONFIRMATION OF CONTRACT TERMS/CLOSING PREPARATIONS
(Purchase of Sixth Street School)**

RECITALS

WHEREAS, the Board of Library Trustees of the Geneva Public Library District ("Library") and the County of Kane, State of Illinois, a body politic and corporate ("County") previously entered into a Real

Estate Contract for the sale and purchase of property commonly known as 210 S. Sixth Street, Geneva, Illinois (the Property); and

WHEREAS, said Contract provided a purchase price of \$1,500,000 with additional compensation to be determined upon completion of certain demolition work on the Property; and

WHEREAS, the Library and the County agree to share the costs of the demolition work as stated in a Confirmation of Contract Terms/Closing Preparations (Confirmation) (copy attached); and

WHEREAS, the Library deems it reasonable and in the Library's best interests to acquire the Property in accordance with the terms of the Confirmation.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1: The President and Secretary of the Board, on the advice of the Library District's Attorney, are authorized to execute the Confirmation and all documents reasonably necessary for the purchase of the Property.

Section 2: This Resolution is effective immediately.

ADOPTED this 28th day of January, 2016, by roll call vote as follows:

Vice President Lord **moved to approve Resolution 2016-2 Approving Confirmation of Contract Terms/Closing Preparations (Purchase of Sixth Street School)**. Secretary Craft seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Adams

ABSTAIN: None

MOTION CARRIED

XI. OTHER NEW BUSINESS

None.

XII. PUBLIC and TRUSTEE COMMENTS

None.

XIII. FUTURE AGENDA ITEMS

President Shiffler stated he would schedule an educational presentation on library financing for next month's meeting.

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 9:48 p.m.

Respectfully submitted,


Zachary Craft, Secretary

 
Bob Shiffler, President