

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, February 25, 2016

IN-A

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

ABSENT: Vice President Pat Lord

ALSO PRESENT: Deputy Director William Karnoscak, Don Cummings

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 Vice President Lord who was absent.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN AGENDA

President Shiffler removed agenda item **XI. G, Executive Session.**

Treasurer Adams **moved to approve the change to the agenda.** Secretary Craft seconded the motion.

AYES: All

NAYS: None

ABSENT: Lord

ABSTAIN: None

MOTION CARRIED

IV. BOND EDUCATION PRESENTATION by DON CUMMINGS

Don Cummings provided an overview on the topic of municipal bond issuance including the types of bonds typically issued at present and the mechanics of the process itself.

V. APPROVAL OF MINUTES

Trustee Conterato **moved to approve the Minutes of the Regular Board Meeting on January 28, 2016 and the Committee of the Whole Meeting on January 28, 2016.** Secretary Craft seconded the motion.

AYES: All

NAYS: None

ABSENT: Lord

ABSTAIN: None

MOTION CARRIED

Minutes of the Needs Assessment Subcommittee Meeting held on February 2, 2016; the Personnel Committee Meeting held on February 8, 2016; Personnel Committee Meeting, Closed Session, held on February 8, 2016; and the Building and Grounds Committee Meeting held on February 11, 2016 were presented for informational purposes.

VI. TREASURER'S REPORT

Treasurer Adams presented the monthly financial statements for January 2016. He reviewed fund balances and expenditures. Trustee Hintz **moved to approve the Treasurer's Report for January 2016 as presented, including the approval of all bill payments as presented, subject to audit.** Trustee Conterato seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Lord

ABSTAIN: None

MOTION CARRIED

VII. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY

Trustees reviewed written patron comments.

VIII. COMMITTEE & LIAISON REPORTS

A. Building and Grounds Committee

Secretary Craft reported the Committee reviewed conceptual furniture plans provided by StudioGC, part of Phase I approved at the December 2015 Board Meeting. The Committee authorized moving forward on Phase II design plans for the middle school space, collaborative space, and meeting room modifications.

B. Needs Assessment Subcommittee

President Shiffler reported the Needs Assessment subcommittee had met twice, the focus both times being on creating the Planning Our Future FAQ document. Director Lazaris will create a companion PowerPoint presentation for various audiences.

C. Personnel Committee

Trustee Hintz reported that the Personnel Committee met to continue its review of the Employee Handbook (formerly titled "Personnel Policy"). The document has been forwarded to the Library's external counsel for final legal review. Once completed, the Personnel Committee will review prior to bringing the document to the Board for approval.

D. Intergovernmental Liaison

Treasurer Adams and Director Lazaris attended an intergovernmental meeting with representatives from the City, School District, and Park District on February 3. Adams and Lazaris shared information about the Library's short- and long-term space planning efforts.

E. Foundation Liaison

Trustee Hintz attended the Foundation's monthly meeting on February 10. She reported the speaker series on the topic of Mars was well-attended (over 80 people). A \$1,000 donation was made to the Foundation earmarked for new Library materials. The next Foundation meeting will be on March 10. President Shiffler volunteered to be the Trustee Liaison.

F. Friends Update

Lazaris attended a Friends meeting on February 2. Fall 2015 Wish List reimbursement (Celebrate the Season, Winter Reading, and STEAM kits) was requested in the amount of \$5,890.53 and a new Wish List for over \$11,000 was submitted to support National Library week, Summer Reading and a new disc cleaning machine. The Friends generously agreed to fund this request.

G. LINC Update

Lazaris attended the LINC meeting on February 12 at the Villa Park Library. LINC is exploring cost and timeframe estimates for potentially joining the SWAN consortium.

IX. PRESIDENT'S REPORT

President Shiffler noted that he, along with Trustee Hintz and Director Lazaris, would be attending a Building Projects 101 program sponsored by LACONi.

X. LIBRARY DIRECTOR'S REPORT

A. Librarian's Report

Director Lazaris asked for questions related to her written report and highlighted from it that visits to the Library were up more than 2.5% when comparing January 2016 to January 2015. Lazaris also reported that she is serving on a planning subcommittee for the Cultural Arts Commission that is looking to develop a business plan for a physical presence in Geneva. Lazaris informed Board members that they will be prompted via email to complete Economic Interest Statements. Lazaris noted she would be on vacation from March 26 to April 2.

B. Staff In-Service Report

Lazaris shared survey responses from the annual Staff InService held on January 22 and reemphasized her gratitude for the Board's support to close the Library in support of professional development.

XI. NEW and UNFINISHED BUSINESS

A. Review Board of Trustees Bylaws Revisions

Trustee Hintz reviewed substantive updates to the Board Bylaws. Updates have been reviewed by external counsel. Hintz and Vice President Lord will finalize all revisions and present to the full Board for approval.

At 8:53 p.m., President Shiffler called for a motion for a five-minute recess. Secretary Craft **moved to have a five-minute recess.** Trustee Schmid seconded the motion.

AYES: All

NAYS: None

ABSENT: Lord

ABSTAIN: None

MOTION CARRIED

At 8:57 p.m., President Shiffler called the meeting back to order.

B. Review Goals and Objectives Midpoint Update

Director Lazaris presented a midpoint update report on the current year's goals and objectives. President Shiffler praised staff for their accomplishments. Director Lazaris asked for direction regarding the potential use of an intergovernmental agreement with District 304. Trustee Schmid stated she would call a Policy Committee meeting to review options. Lazaris further asked for direction regarding the provision of coffee at the Library. The consensus of the Board was that it should involve minimal staff time and to pursue streamlined options.

C. Approve LINC Budget for FY 2016-17

Secretary Craft **moved to approve the LINC Budget for FY 2016-17.** Trustee Conterato seconded the motion.

President Shiffler asked for information regarding LINC's reserves. Director Lazaris stated she would follow up with LINC and report back.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Lord

ABSTAIN: None

MOTION CARRIED

D. Approve Contract with TriCity Family Services

Trustee Hintz **moved to approve the contract with TriCity Family Services for April 2016 – March 2017, in the amount of \$4,656.00.** Trustee Schmid seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Lord

ABSTAIN: None

MOTION CARRIED

E. Approve Payment to LINC for Purchase of 8 Computers

Trustee Schmid **moved to approve payment to LINC for the purchase of eight computers, in the amount of \$7,373.52.** Secretary Craft seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Lord

ABSTAIN: None

MOTION CARRIED

F. Approve Resolution No. 2016-3 Authorizing Application for Kane County Grand Victoria Riverboat Funds and Execution of All Necessary Documents.

Director Lazaris stated that upon the recommendation of President Shiffler she would be submitting a grant request for meeting room upgrades and that as part of the grant application a resolution was needed to authorize the application.

Trustee Conterato moved to approve Resolution No. 2016-3 Authorizing Application for Kane County Grand Victoria Riverboat Funds and Execution of All Necessary Documents. Secretary Craft seconded the motion.

**RESOLUTION NO. 2016-3
GENEVA PUBLIC LIBRARY DISTRICT**

**RESOLUTION AUTHORIZING APPLICATION FOR KANE COUNTY GRAND
VICTORIA RIVERBOAT FUNDS
AND EXECUTION OF ALL NECESSARY DOCUMENTS**

WHEREAS, Geneva Public Library District has determined that it in its best interest to submit an application for Kane County Grand Victoria Riverboat Funds for upgrades to the Library's meeting room; and

WHEREAS, said project will enable more effective use of the Library's meeting room for the purpose of offering programs in support of lifelong learning and classes for the development of 21st century literacy skills to all members of the District; and

WHEREAS, the Kane County Board must approve said application and will require Geneva Public Library District to execute a Funding Agreement and other necessary documents upon such approval.

NOW, THEREFORE, BE IT RESOLVED the Library Director of Geneva Public Library District is hereby authorized to execute an application for Kane County Grand Victoria Riverboat Funds, a Funding Agreement and other necessary documents upon approval of the application by the Kane County Board, and any requests for payment and documentation required to be submitted by Geneva Public Library District for the dispersal of said funds.

This resolution is effective immediately.

ADOPTED this 25th day of February, 2016, by roll call vote as follows:

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Lord

ABSTAIN: None

MOTION CARRIED

XI. OTHER NEW BUSINESS

None.

XII. PUBLIC and TRUSTEE COMMENTS

Treasurer Adams reported on a trustee training workshop that he, Trustee Hintz and Vice President Lord attended. He shared recommendations for the adoption of a FOIA policy. Director Lazaris stated this information is available on the Library's website but is not

written in the form of a policy. President Shiffler asked Trustee Schmid, as chair of the Policy Committee, to work with Lazaris to develop a FOIA policy.

XIII. FUTURE AGENDA ITEMS

Treasurer Adams restated the invitation from the DeKalb Public Library for the Board to visit their newly renovated library spaces. Board consensus was there is still interest to participate in a tour.

XIV. ADJOURNMENT

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

AYES: All

NAYS: None

ABSENT: Lord

ABSTAIN: None

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 9:43 p.m.

Respectfully submitted,


Zachary Craft, Secretary


Bob Shiffler, President