

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

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

ABSENT: Secretary Zachary Craft, Trustee Paul Conterato

ALSO PRESENT: Deputy Director William Karnoscak

I. CALL TO ORDER / ROLL CALL

At 7:01 p.m., President Shiffler called to order the Regular Meeting of the Board of Trustees of the Geneva Public Library District. President Shiffler appointed Trustee Hintz Secretary Pro Tem for the meeting. Roll call was taken and all were present with the exception of Secretary Craft and Trustee Conterato.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN AGENDA

President Shiffler requested agenda changes as follows: move agenda item **X. J, Executive Session** to item **X. L**; add agenda items **X. J, Discussion of Architectural Services**, **X. K, Discussion of TIF District Proposal**, and **Policy Committee Meeting minutes, March 21, 2016** to item **IV. E.1**. Trustee Hintz **moved to approve the changes to the agenda**. Trustee Schmid seconded the motion.

AYES: All

NAYS: None

ABSENT: Conterato, Craft

ABSTAIN: None

MOTION CARRIED

IV. APPROVAL OF MINUTES

Trustee Schmid **moved to approve the Minutes of the Regular Board Meeting on March 24, 2016; Closed Board Meeting on March 24, 2016; Special Board Meeting on April 14, 2016; Special Board Meeting on April 20, 2016**. Trustee Hintz seconded the motion.

AYES: All

NAYS: None

ABSENT: Conterato, Craft

ABSTAIN: None

MOTION CARRIED

Minutes for the Policy Committee meetings of March 21, 2016 and April 13, 2016 and Needs Assessment Subcommittee meeting for April 19, 2016 were presented for informational purposes.

V. TREASURER'S REPORT

Treasurer Adams presented the monthly financial statements as of March 31, 2016. He noted this report marked the 3/4 point of the Fiscal Year. Fund balances and expenditures were reviewed.

Trustee Hintz moved to approve the Treasurer's Report for March 2016 as presented, including the approval of all bill payments as presented, subject to audit. Vice President Lord seconded the motion.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Adams, Hintz, Schmid

NAYS: None

ABSENT: Conterato, Craft

ABSTAIN: None

MOTION CARRIED

VI. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY

Trustees reviewed written patron comments.

VII. COMMITTEE & LIAISON REPORTS

A. Policy Committee

Trustee Schmid provided an update on recent committee meetings including review of a proposed Intergovernmental Agreement between the Library and School District 304 to offer teacher and student library cards to District 304 members and revisions to the Service Policy. She thanked her committee members, Vice President Lord and Secretary Craft, for their help.

B. Needs Assessment Subcommittee

President Shiffler reported on work done by the Needs Assessment Subcommittee on a slide presentation regarding the needs of the Library and plans for the future.

C. Foundation Liaison

Secretary Craft and Director Lazaris attended the April 7 Foundation meeting. Lazaris reported plans are moving along for the fundraiser, "Dodge, Drink, and Dine." They are currently publicizing sponsorship opportunities for the event. The last installment of this season's Speaker Series is on May 18 on Hemingway. Trustee Hintz agreed to attend the next meeting scheduled for May 5.

D. LINC Update

Lazaris reported the April meeting was cancelled. Doug Perry resigned his position with LINC but will continue on a limited part-time basis. LINC has made arrangements with a contract worker at SIRSI/DYNIX to assure continuity of service to members. The next meeting is scheduled for May 13.

VIII. PRESIDENT'S REPORT

President Shiffler reminded Board members to complete their Statement of Economic Interest for the county.

IX. LIBRARY DIRECTOR'S REPORT

Director Lazaris reported that National Library Week, celebrated all month at the Library, is wrapping up. The Winter Reading program enjoyed a 28% increase over all age groups and programs; adult participation increased by 65%.

X. NEW and UNFINISHED BUSINESS

A. Review Draft of Intergovernmental Agreement with District 304

Trustee Schmid thanked Youth Services Manager Kristi Miller and School Liaison Jessica Parker for attending the Policy Committee meeting and gathering data on the number of teachers and students in District 304 who could be helped by the use of an intergovernmental agreement to offer library cards to teachers and students who work or live within the school district boundaries but outside of the library district boundaries. Miller provided information about other libraries that provide this service. Discussion ensued. Board consensus indicated support of Director Lazaris presenting a draft Intergovernmental Agreement to District 304 officials for providing Teacher and Student Library cards with mutual considerations for each District.

B. Approve FOIA Policy

Trustee Schmid presented a draft FOIA policy with revisions based on previous Board discussion and input. Discussion ensued. Board consensus indicated the Policy Committee should further revise the FOIA policy draft to include URL links to the areas prone to fluctuation.

C. Approve Revised Employee Handbook

Trustee Hintz **moved to approve the revised Employee Handbook for Geneva Public Library District.** Secretary Adams seconded the motion.

Deputy Director Karnoscak reviewed substantive changes to the Employee Handbook. Lazaris noted that some changes would be effective immediately; changes related to annual evaluations would be effective upon the start of FY 2017 (July 1, 2016); and paid time off accrual calculations for eligible part-time staff would commence on January 1, 2017, to only use one method of time off accrual for the current calendar year. Discussion ensued regarding implementation of changes to tuition reimbursement and Board consensus was to implement the change beginning January 1, 2017, to align with the tax year.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Adams, Hintz, Schmid

NAYS: None

ABSENT: Conterato, Craft

ABSTAIN: None

MOTION CARRIED

D. Approve Salary Range for Position of Library Director

Trustee Schmid **moved to approve the salary range for the position of Library Director, at grade 21, with a midpoint of \$115,112; a minimum of \$92,091; and a maximum of \$138,134.** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Adams, Hintz, Schmid

NAYS: None

ABSENT: Conterato, Craft

ABSTAIN: None

MOTION CARRIED

E. Approve Service Policy Revisions

Trustee Schmid **moved to approve revisions to the Library's Service Policy as presented.** Vice President Lord seconded the motion.

Schmid reviewed a summary of revisions, including: the availability of voter registration, tablet and e-reader circulation, and use of the program room by outside groups.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Adams, Hintz, Schmid

NAYS: None

ABSENT: Conterato, Craft

ABSTAIN: None

MOTION CARRIED

At 8:41 p.m., President Shiffler requested a motion for a 5-minute recess. Vice President Lord **moved to have a five-minute recess.** Trustee Hintz seconded the motion.

AYES: All

NAYS: None

ABSENT: Conterato, Craft

ABSTAIN: None

MOTION CARRIED

At 8:47 p.m., President Shiffler called the meeting back to order.

F. Select Financial Advisor

President Shiffler reviewed discussion points that followed interviews with three financial advising firms at the Special Board meeting held on April 20.

Vice President Lord **moved to approve the selection of Ehlers for financial advising services with a contractual fee not to exceed \$9,500.** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Adams, Hintz, Schmid

NAYS: None

ABSENT: Conterato, Craft

ABSTAIN: None

MOTION CARRIED

G. Payment to Peregrine Stime for Legal Services

Trustee Schmid **moved to approve payment to Peregrine Stime in the amount of \$6,727.50.** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Adams, Hintz, Schmid

NAYS: None

ABSENT: Conterato, Craft

ABSTAIN: None

MOTION CARRIED

H. Payment to Robbins Schwartz for Legal Services

Trustee Hintz **moved to approve payment to Robbins Schwartz in the amount of \$165.00.** Trustee Schmid seconded the motion.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Adams, Hintz, Schmid

NAYS: None

ABSENT: Conterato, Craft

ABSTAIN: None

MOTION CARRIED

I. Payment to Ottosen Britz for Legal Services

Trustee Schmid **moved to approve payment to Ottosen Britz in the amount of \$80.00.** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Adams, Hintz, Schmid

NAYS: None

ABSENT: Conterato, Craft

ABSTAIN: None

MOTION CARRIED

J. Discussion: Architectural Services

Director Lazaris led a discussion on potential next steps for architectural services. Lazaris stated that preliminary building plan concepts have been agreed upon and a decision needs to be made about any additional architectural services. Trustees expressed satisfaction with StudioGC's work product and their engagement with the Library to date. Trustees directed Lazaris to engage in discussion with StudioGC regarding additional services, including development of a full building program and some percentage of schematic design.

K. Discussion: Tax Increment Financing (TIF) District Proposal

President Shiffler led a discussion about the city of Geneva's proposal for an additional TIF district along the Fox River, near State Street. School District 304 is hosting a community forum on the topic. President Shiffler will attend.

L. Executive Session

At 9:40 p.m., Vice President Lord **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 Hintz seconded the motion.

ROLL CALL VOTE:

AYES: Shiffler, Lord, Adams, Hintz, Schmid

NAYS: None

ABSENT: Conterato, Craft

ABSTAIN: None

MOTION CARRIED

At 9:55 p.m., Treasurer Adams **moved to reconvene to the Regular Meeting of the Board of Trustees**. Trustee Hintz seconded the motion.

AYES: All

NAYS: None

ABSENT: Conterato, Craft

ABSTAIN: None

MOTION CARRIED

XI. OTHER NEW BUSINESS

Director Lazaris reviewed tentative dates for Committee meetings.

XII. PUBLIC and TRUSTEE COMMENTS

President Shiffler commented about an article that ran in *The Daily Herald* regarding regional libraries' budget allocations on staffing and material acquisitions. Shiffler noted the article cited the Library's decreased staffing costs by 10.6% and increased material expenditures.

XIII. FUTURE AGENDA ITEMS

Director Lazaris will try to schedule a question and answer session with Ken Florey, an attorney with Robbins Schwartz, for the June 16 Board meeting.

XIV. ADJOURNMENT

Trustee Hintz **moved to adjourn the meeting of the Board of Trustees.** Trustee Schmid seconded the motion.

AYES: All

NAYS: None

ABSENT: Conterato, Craft

ABSTAIN: None

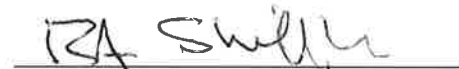
MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 10:08 p.m.

Respectfully submitted,



Dana Hintz, Secretary Pro Tem



Bob Shiffler, President