

V-B

**MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, May 26, 2016**

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

ABSENT: None

ALSO PRESENT: Deputy Director William Karnoscak, Craig Meadows (Studio GC), Sue Blakemore

I. CALL TO ORDER / ROLL CALL

At 7:02 p.m., President Shiffler called to order the Regular Meeting of the Board of Trustees of the Geneva Public Library District.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN AGENDA

President Shiffler stated no changes in the agenda were necessary. Secretary Craft **moved to accept the agenda as presented.** Vice President Lord seconded the motion.

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

IV. APPROVAL OF MINUTES

Vice President Lord **moved to approve the Minutes of the Regular Board Meeting on April 28, 2016; and Closed Board Meeting on April 28, 2016.** Trustee Hintz seconded the motion.

AYES: Adams, Hintz, Lord, Schmid, Shiffler

NAYS: None

ABSENT: None

ABSTAIN: Conterato, Craft

MOTION CARRIED

Minutes for the Building & Grounds Committee meeting of May 10, 2016 and the Needs Assessment Subcommittee meeting of May 12, 2016 were presented for informational purposes.

V. TREASURER'S REPORT

Treasurer Adams presented the monthly financial statements as of April 30, 2016. Fund balances and expenditures were reviewed.

Vice President Lord **moved to approve the Treasurer's Report for April 2016 as presented, including the approval of all bill payments as presented, subject to audit.** Secretary Craft seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

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 presented a summary of the Citizens' Advisory Group meeting on May 23. Shiffler reviewed the PowerPoint slides and talking points that were covered at the meeting. Shiffler stated that StudioGC will be meeting with the neighbors of the Sixth Street property on June 9 at the Library. Discussion ensued regarding Board participation. Consensus of the Board was for Director Lazaris to represent the Library without the presence of the Board.

B. Building and Grounds Committee

Vice President Lord stated the Committee reviewed quotes received for the Collaborative and Middle Ground renovations and made recommendations included later in this agenda.

C. Friends Update

Director Lazaris attended the May 3 meeting. The Friends approved funding a wish list in the amount of \$6,650.85, which will support stools for the Middle Ground

space, a display unit in Adult Services, and updated signage for the non-fiction collection. Lazaris expressed gratitude for the continued generosity and support from the Friends. The Children's book sale is June 4 and the Swedish Days book sale is June 23-25.

D. Foundation Liaison

Director Lazaris and Trustee Hintz attended the May 5 meeting. The Speaker Series on Hemingway was May 18. Details for the Foundation's Fall Fundraiser are firming up. Next Foundation meeting is June 2.

E. LINC Update

Lazaris attended the May 13 meeting at St. Charles Library, where new officers were elected; Lazaris agreed to serve as secretary. The primary focus of the meeting was the draft timeline and pricing models for joining SWAN, with a June 2018 "go live" date targeted.

VIII. PRESIDENT'S REPORT

None.

IX. LIBRARY DIRECTOR'S REPORT

Director Lazaris reported on the launch of the Summer Reading Program. Lazaris also reviewed dates for upcoming summer events: Swedish Days Festival, June 23-26; Swedish Days Parade, June 26; Ice Cream Social, July 13. Lazaris met with Ehlers Financial Services to provide them with information about the Library's budget and financial practices.

X. NEW and UNFINISHED BUSINESS

A. Authorize contract for the renovation of the Collaborative Space

Trustee Conterato **moved to approve a contract with Driessen Construction Co. in the amount of \$17,700 for renovation of the collaborative space.** Vice President Lord seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

B. Authorize contract for the renovation of the Middle Ground Space

Secretary Craft **moved to approve a contract with Driessen Construction Co. in the amount of \$10,500 for renovation of the middle ground space.** Vice President Lord seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

- C. Approve purchase of electrical fixtures and flooring materials
Secretary Craft moved to approve payment to Douglas Floor Covering in the amount of \$6,650.00. Trustee Hintz seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

Secretary Craft moved to approve payment to Frost Electric Co., Inc. in the amount of \$4,960.00. Trustee Conterato seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

- D. Discuss scope of work for design and engineering services with StudioGC
Craig Meadows from StudioGC discussed the phases of architectural services for building a new library, including schematic design and the development of a full building program. Discussion ensued regarding the amount of work to do prior to a referendum. Mr. Meadows agreed to provide three options illustrating various percentages of design from partial to complete for the Board's consideration.

- E. Approve letter of engagement with Sikich for auditing services
Secretary Craft **moved to approve the letter of engagement with Sikich for auditing services.** Trustee Conterato seconded the motion.

Vice President Lord raised concerns regarding indemnification. Discussion ensued and the consensus of the Board was that Library counsel should review the letter.

Secretary Craft **withdrew his original motion.**

- F. Approve participation in non-resident card programs
Trustee Schmid **moved to approve participation in non-resident card program.** Treasurer Adams seconded the motion.

Discussion ensued raised regarding overlapping provisions set forth in the protocols contained in the non-resident card program and the pending Intergovernmental Agreement with School District 304 to provide library cards to Geneva school students and teachers who reside outside of the Library District.

Trustee Schmid **withdrew her motion.**

Trustee Schmid **moved to approve participation in the non-resident card program using the tax-bill method to calculate card fees, except for those non-resident cards issued through any intergovernmental agreement.** Treasurer Adams seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

- G. Payment to Robbins Schwartz for Legal Services
Vice President Lord **moved to approve payment to Robbins Schwartz in the amount of \$2,090.00.** Secretary Craft seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

H. Payment to Ottosen Britz for Legal Services

Vice President Lord **moved to approve payment to Ottosen Britz in the amount of \$200.00.** Secretary Craft seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

I. Executive Session

At 10:00 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: Adams, Conterato, Craft, Hintz, Lord, Schmid, Shiffler

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

At 10:10 p.m., Trustee Conterato **moved to reconvene to the Regular Meeting of the Board of Trustees.** Secretary Craft seconded the motion.

AYES: All

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

J. Approve Intergovernmental Agreement with Park District

Secretary Craft **moved to approve the Intergovernmental Agreement with the Park District.** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

XI. OTHER NEW BUSINESS

None.

XII. PUBLIC and TRUSTEE COMMENTS

None.

XIII. FUTURE AGENDA ITEMS

None.

XIV. ADJOURNMENT

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

AYES: All

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 10:12 p.m.

Respectfully submitted,


Zachary Craft, Secretary


Bob Shiffler, President