

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, June 16, 2016

V-A

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

ABSENT: Secretary Zachary Craft

ALSO PRESENT: Deputy Director William Karnoscak, Ken Florey (Robbins Schwartz), Pat Callahan (Studio GC)

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. Shiffler appointed Trustee Hintz Secretary Pro Tem for the meeting. Trustee Hintz took the roll; all were present with the exception of Secretary Craft.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN AGENDA

No changes in the agenda.

Trustee Conterato **moved to accept the agenda as presented.** Trustee Hintz seconded the motion.

AYES: All

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

IV. LEGAL Q&A

Mr. Ken Florey, attorney at Robbins Schwartz, discussed the role and limitations of elected officials during a referendum campaign. Trustees asked questions and thanked Florey for his informative presentation.

V. APPROVAL OF MINUTES

Trustee Hintz moved to approve the Minutes of the Committee of the Whole on May 26, 2016; the Regular Board Meeting on May 26, 2016; and Closed Board Meeting on May 26, 2016. Trustee Conterato seconded the motion.

Vice President Lord requested a clarification of the wording to the Committee of the Whole minutes. Minutes were changed in accordance with the request.

AYES: All

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

VI. TREASURER'S REPORT

Treasurer Adams presented the monthly financial statements as of May 31, 2016. Fund balances and expenditures were reviewed.

Trustee Conterato moved to approve the Treasurer's Report for May 2016 as presented, including the approval of all bill payments as presented, subject to audit. Trustee Schmid seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

VII. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY

Trustees reviewed written patron comments.

VIII. COMMITTEE & LIAISON REPORTS

A. Foundation Liaison

Director Lazaris attended the Foundation meeting on June 2 where she promoted the Summer Reading Program. Cash donations, sponsorships, pledges, and silent auction prizes for the Foundation's October 1 fundraiser are being solicited. The next Foundation meeting is July 14. Trustee Conterato agreed to be the Board Liaison.

B. Friends Update

Lazaris reported The Friends raised \$1,200 at the June 4 Children's book sale, as compared to \$868 in 2015. The annual Swedish Days Book Sale is on June 23-25. Bags of books will be available for \$8. Lazaris expressed gratitude for the continued hard work and support from the Friends.

C. LINC Update

Lazaris attended the LINC meeting on June 10 at West Chicago. Aaron Skog, executive director of SWAN, provided an overview of the consortium. SWAN representatives will be available for a Q & A session for library staff on June 22 and July 27, and for Library Trustees on August 3. Discussion ensued regarding the benefits of consortium membership.

IX. PRESIDENT'S REPORT

President Shiffler attended the Intergovernmental Meeting on June 8. Members of the Park District, School District, and the City were in attendance and reported on current activities.

X. LIBRARY DIRECTOR'S REPORT

Director Lazaris reported on Summer Reading Program participation rates and feedback. She provided an update on a meeting between Library architects and neighbors of the property on Sixth Street remarking that 13 people were in attendance. Lazaris continues to meet and work with Ehlers Financial. Ehlers will be present at the July Board meeting to present their financial analysis of the Library District. Lazaris reported that she was approached by City officials regarding potential cost-sharing for the parking lot that is directly north of the Library and City Hall. Lazaris also informed Trustees about participation in the Swedish Days Parade on Sunday June 26.

XI. NEW and UNFINISHED BUSINESS

A. Approve Schematic Design Scope of Work

Pat Callahan of Studio GC reviewed potential options for percentages of schematic design for the Sixth Street property. Discussion ensued.

Vice President Lord moved to authorize Studio GC to proceed with 100% schematic design proposal at a cost of \$100,000; contingent on formal approval of a contract at the next meeting; and the balance of \$95,000 contingent on a successful referendum. Trustee Conterato seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

At 9:31 p.m. President Shiffler called for a 5-minute recess. Trustee Conterato **moved to have a 5-minute recess.** Vice President Lord seconded the motion.

AYES: All

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

The Board meeting resumed at 9:38 p.m.

- B. Approve Ordinance #2016-5, Amending Purpose of Special Reserve Fund
Vice President Lord **moved to approve Ordinance #2016-5 amending the purpose of the special reserve fund.** Treasurer Adams seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

- C. Approve Ordinance #2016-6, Transfer of Funds to Special Reserve Fund
Trustee Conterato **moved to approve Ordinance #2016-6 to transfer funds in the amount of \$106,186.00 to the Special Reserve Fund and the dissolution of the Capital Improvement Fund.** Trustee Hintz seconded the motion.

Director Lazaris noted that Attorney Ritzman advises using an ordinance for any future fund transfers to special reserve.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

D. Approve Ordinance #2017-1, Schedule of Meeting Dates

Trustee Conterato **moved to approve Ordinance #2017-1, Schedule of Board Meetings for FY2017.** Treasurer Adams seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

E. Approve Revised Salary Schedule for FY2017

Trustee Conterato **moved to approve the revised salary schedule for FY2017 with a 1.5% adjustment to all salary grade levels.** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

F. Approve Merit Increase Rates for FY2017

Trustee Schmid **moved to approve merit increase rates for FY2017, 1% for needs improvement, 2% for meets expectations, 3% for exceeds expectations, and 4% for the rare use of exceptional.** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

- G. Approve Ordinance #2017-2, Tentative Annual Budget and Appropriation
Trustee Conterato **moved to approve Ordinance #2017-2, the tentative annual budget and appropriation.** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

- H. Set public hearing date for budget on August 25, 2016
Trustee Schmid **moved to approve setting the public hearing date for budget on August 25, 2016.** Treasurer Adams seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

- I. Approve Ordinance #2017-3, Ascertain Prevailing Wage
Trustee Hintz **moved to approve Ordinance #2017-3, ascertaining the Prevailing Wage.** Trustee Conterato seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

- J. Approve Appendix to Letter of Engagement with Sikich for Auditing Services
Vice President Lord **moved to approve the Appendix to the Letter of Engagement with Sikich for Auditing Services.** Trustee Schmid seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

- K. Approve Lauterbach & Amen Letter of Understanding for Accounting Services
Trustee Conterato **moved to approve the Lauterbach & Amen Letter of Understanding for Accounting Services.** Treasurer Adams seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

- L. Approve Purchase of Counter-height Tables
Vice President Lord **moved to approve the purchase of counter-height tables from Agati at \$6,394.14.** Trustee Schmid seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

M. Approve Payment to Tee Jay Service Invoice for Door Repairs

Trustee Conterato moved to approve the payment of Tee Jay Service invoice in the amount of \$2,295.00 for door repairs. Trustee Hintz seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

N. Approve Payment to Quality Carpet Cleaning Invoice for carpet cleaning.

Trustee Hintz moved to approve the payment of Quality Carpet Cleaning Invoice in the amount of \$2,887.62 for carpet cleaning. Trustee Conterato seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

O. Approve Payment to LINC Invoice for 8 Computers

Trustee Schmid moved to approve the payment of LINC Invoice for 8 computers in the amount of \$7,843.12. Vice President Lord seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

P. Approve Payment to Robbin Schwartz Invoice for Legal Services

Trustee Hintz **moved to approve the payment of Robbin Schwartz Invoice for legal services in the amount of \$56.25.** Vice President Lord seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

Q. Executive Session

At 10:09 p.m., Trustee Conterato **moved to adjourn to Closed Session for the purpose of discussing matters pertaining to the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body 5 ILCS 120/2 (c)(3) or (1).** Trustee Schmid seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

At 10:20 p.m. Trustee Hintz **moved to reconvene to the Regular Meeting of the Board of Trustees.** Trustee Conterato seconded the motion.

AYES: All

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

XII. OTHER NEW BUSINESS

None.

XIII. PUBLIC and TRUSTEE COMMENTS

Trustee Schmid commented about her visit to the Boulder Public Library in Colorado which had recently undergone significant renovations.

XIV. FUTURE AGENDA ITEMS

None.

XV. ADJOURNMENT

Vice President Lord **moved to adjourn the meeting of the Board of Trustees.** Trustee Schmid seconded the motion.

AYES: All

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 10:23 p.m.

Respectfully submitted,



Dana Hintz, Secretary Pro Tem



Bob Shiffler, President