

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
COMMITTEE OF THE WHOLE MEETING
May 26, 2016

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

ABSENT: None

ALSO PRESENT: Deputy Director William Karnoscak

President Shiffler called the meeting to order at 5:32 p.m.

1. Discuss planning priorities for FY 2016-17
Director Lazaris outlined planning priorities that would impact the budget for fiscal year 2017 to the Committee, including continued maintenance of the current facility, aging infrastructure, and provision of coffee service. Vice President Lord expressed her desire to prioritize the investigation of a drop box on the west side of town. Director Lazaris stated that evaluation and cost analysis of such provision would be included in the Library's goals and objectives for FY 2017.
2. Discuss salary scale
Deputy Director Karnoscak discussed internal and external factors considered regarding the recommendation to increase the *Position Classification Schedule* by a factor of 1.5%. Consensus of the Board was to include this recommendation on the agenda for the June 16, 2016 Board meeting.
3. Discuss merit increase rates
Karnoscak discussed internal and external factors considered regarding the recommendation to set the range of merit increases for the FY 2017 cycle. He presented the current year's pattern of staff evaluation ratings along with an informal poll of regional libraries merit increase ranges. Consensus of the Board was to set the evaluation merit scale as follows:

Unacceptable: 0%
Needs Improvement: 1%
Meets Expectations: 2%
Exceeds Expectations: 3%
Exceptional (rare situations): 4%

This recommendation will be placed on the agenda for the June 16, 2016 Board meeting.

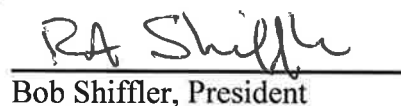
4. Review proposed FY 2016-17 working budget
Lazaris explained that the working budget will be used to draft the Budget and Appropriations Ordinance. She then reviewed budget projections for two years, with

emphasis on FY2017. The Board requested no adjustments to the proposed working budget as presented. A draft of the Budget and Appropriation Ordinance will be included as an agenda item for the Board meeting on June 16, 2016.

At 6:54 p.m., Secretary Craft **moved to adjourn the Committee of the Whole Meeting.** Trustee Conterato **seconded the motion.** Voice vote indicated all in favor and the meeting was adjourned.



Zachary Craft, Secretary



Bob Shiffler, President