V A

MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Thursday, October 27, 2016

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

ABSENT: Secretary Zachary Craft

ALSO PRESENT: Deputy Director William Karnoscak; Craig Meadows, Project Manager, StudioGC; Pat Callahan, StudioGC; Rick McCarthy, StudioGC; Lisa Bennett.

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. Shiffler appointed Trustee Hintz Secretary Pro-Tem in Secretary Craft's absence. Roll call was taken; all were present with the exception of Secretary Craft.

II. PLEDGE OF ALLEGIANCE

III. CHANGES IN AGENDA

President Shiffler added an Executive Session after Agenda item XII, Public and Trustee Comments. Trustee Schmid **moved to accept the agenda as revised**. Trustee Conterato seconded the motion.

AYES: All

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

IV. APPROVAL OF MINUTES

Trustee Hintz **moved to approve the Minutes of the Regular Board Meeting on September 22, 2016.** Treasurer Adams seconded the motion.

AYES: All

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

V. TREASURER'S REPORT

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

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

VI. PATRONS' AND PUBLIC COMMENTS / CORRESPONDENCE / PUBLICITY

Trustees reviewed written patron comments.

VII. COMMITTEE & LIAISON REPORTS

A. Foundation Liaison

Director Lazaris and Vice President Lord reported on their attendance at the Foundation meeting on October 6 at the home of Foundation President, Mike Longo. Nearly $7,000 was raised at the "Dodge, Drink, Dine" event on October 1. The next Speaker Series event is scheduled for November 16 on the life of Syrian refugees. The Foundation is working on their end-of-year-letter drive. The next Foundation meeting is scheduled for November 3. Treasurer Adams agreed to be the trustee liaison.

B. LINC Update

Director Lazaris stated that due to scheduling conflicts and a potential lack of quorum, the October meeting of the LINC Board of Directors was cancelled. She reported that the Board president of SWAN, David Seleb, Director of Oak Park Public Library, stepped down from his position on the SWAN Board. Rich Wolff, Director of Tinley Park is Vice President and acting in his place. Lazaris noted the question was raised within SWAN as to whether impact fees for joining SWAN would be assessed to the new libraries electing to join the consortium. Lazaris stated

will provide more information as it becomes available. SWAN is slated to vote on approving Geneva's membership request at their January 2017 meeting.

VIII. PRESIDENT'S REPORT

President Shiffler had no report.

IX. LIBRARY DIRECTOR'S REPORT

Director Lazaris reported the Collaboration Zone and Middle Ground spaces have been completed to great success with positive patron feedback as well as media and social media coverage. She thanked StudioGC for their design and oversight of the project. Lazaris reported that fieldwork for the annual audit is complete and Brian LeFevre of Sikich will present findings at the December Board meeting. Lazaris commented that recruitment for a Development Manager continues and exploration is underway regarding use of a consulting firm as an alternative. In addition, Deputy Director Karnoscak attended a LIMRiCC meeting on October 27 wherein the premium rates for the 2017 calendar year were disclosed. He will create a memo detailing the information with recommendations to the Board on the cost-share between the Library and eligible staff for review at a Special Board meeting on November 9.

X. NEW and UNFINISHED BUSINESS

A. Update on Schematic Design Process by StudioGC

Craig Meadows of StudioGC provided an overview of progress on schematic design for a new facility at 210 S. Sixth Street. In addition, Meadows summarized a preliminary meeting with the city of Geneva regarding a potential site plan for the new facility. Meadows reviewed next steps for the project including a Special Board Meeting scheduled for November 9 to review exterior design concepts and a more detailed budget. Community engagement sessions are scheduled for November 12 and November 15. Discussion ensued. Trustees thanked Meadows for his presentation.

Vice President Lord **moved to recess the meeting for five minutes**. Trustee Hintz seconded the motion.

AYES: All

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

The meeting recessed at 8:49 p.m. and resumed at 8:57 p.m.

B. Review Referendum Timeframe Update

Director Lazaris reviewed a potential timetable for going to referendum in April 2017, including the recommendation to hire bond counsel, the need to pass a resolution approving a plan and estimate of cost, notification requirements for a public hearing, and adoption of the ballot question seeking approval to issue bonds to build a new facility. Discussion ensued. The consensus of the Board was for Lazaris to continue efforts to prepare materials according to the timetable presented.

C. Approve Letter of Engagement with Chapman and Cutler

Trustee Conterato **moved to approve the letter of engagement with Chapman and Cutler for bond counsel services.** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

D. Set Date for Annual Walk-Through of the Library

Director Lazaris proposed conducting an annual walk-through of the Library at the start of the November Board meeting. The consensus of the Board was to conduct the annual walk-through of the Library on November 17, 2016 at 6:00 p.m.

E. Review Per Capita Grant requirements for fiscal year 2017.

Director Lazaris stated that the deadline for submitting the Per Capita grant to the State Library is January 15, 2017. She shared recently released grant requirements with Trustees and stated she will prepare a report reviewing how the Library is meeting information access needs in the community.

F. Adopt new Library logo

Director Lazaris reviewed minor adjustments made to the proposed logo since the original presentation at the September Board meeting. She stated that after Board approval, a style guide would be developed by Library staff defining color palettes and usage of the logo in various formats. The Board expressed their appreciation to Cathi Bartels for all of her effort on this project.

Trustee Schmid **moved to adopt the new logo as presented for the Geneva Public Library District** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

G. Approve tentative levy ordinance (Ordinance No. 2017-6)
Treasurer Adams **moved to approve the tentative levy ordinance (Ordinance No. 2017-6), an ordinance levying taxes for corporate purposes for the fiscal year beginning July 1, 2016 and ending on June 30, 2017.** Trustee Hintz seconded the motion.

TENTATIVE -- ORDINANCE NO. 2017-6 -- TENTATIVE

AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING THE 1ST DAY OF JULY, 2016 AND ENDING THE 30TH DAY OF JUNE, 2017

AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017, FOR THE GENEVA PUBLIC LIBRARY DISTRICT, KANE COUNTY, ILLINOIS

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE GENEVA PUBLIC LIBRARY DISTRICT OF KANE COUNTY, ILLINOIS:

Section 1: That a tax for the following sums of money, or as much thereof as may be authorized by law, to defray all expenses and liabilities of the Geneva Public Library District be and the same is hereby levied for the purposes specified against all taxable property in The Geneva Public Library District for the fiscal year commencing on the 1st day of July, 2016 and ending on the 30th day of June, 2017.

		Appropriated	Levied
1. Corporate Fund Expenses			
A. Salaries			
Full Time -IMRF	$	2,000,000.00	
Part Time-IMRF	$	600,000.00	
Part Time	$	600,000.00	
B. Library Materials			
Books	$	500,000.00	
Audiovisual	$	250,000.00	
Periodicals & Pamphlets	$	40,000.00	
Electronic Resources	$	400,000.00	
C. Operating Expenses			
Employee Health Insurance	$	500,000.00	
Utilities	$	150,000.00	

Furniture & Equipment	$	250,000.00		
IT Hardware	$	200,000.00		
Supplies	$	75,000.00		
IT Software	$	100,000.00		
Personnel Development	$	100,000.00		
Postage	$	30,000.00		
Repairs	$	400,000.00		
Publicity & Printing	$	100,000.00		
Programs	$	80,000.00		
Contingency	$	20,000.00		
Bank Charges	$	10,000.00		
Friends, Foundation & Local Grant Expenditures	$	100,000.00		
D. Contractual and Professional Services				
Legal Fees	$	150,000.00		
Service Contracts	$	150,000.00		
Photocopier	$	40,000.00		
Computer Services	$	150,000.00		
Architectural Services	$	500,000.00		
Accounting Services	$	75,000.00		
Cataloging, Acquisition & Bindery	$	150,000.00		
			$	4,255,000.00
2. Capital Expenses				
A. Site Planning & Building Expenses	$	5,000,000.00		
B. Capital Improvement Expenses	$	1,000,000.00		
3. IMRF Expense	$	400,000.00	$	275,000.00
4. Social Security & FICA Expense	$	250,000.00	$	179,000.00
5. Liability & Unemployment Insurance Expense	$	150,000.00	$	43,000.00
6. Audit Expense	$	20,000.00	$	11,000.00
7. Building & Maintenance Expense	$	400,000.00	$	62,000.00
TOTAL	**$**	**14,940,000.00**	**$**	**4,825,000.00**

TOTAL SPECIAL APPROPRIATIONS FROM NON-LEVY SOURCES

TOTAL APPROPRIATIONS FROM SPECIAL FUND LEVIES

SUMMARY:

Total Appropriations	14,940,000.00
Appropriated from sources other than taxation	10,115,000.00
Levied as the Public Library Tax	4,255,000.00
Levied from Special Taxes	570,000.00
TOTAL LEVY:	**4,825,000.00**

Section 2: This ordinance shall be in full force and effect from and after its passage and approval as required by law.

ADOPTED this 27th day of October, 2016 pursuant to roll call vote as follows:

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

H. Adopt Resolution to determine estimate of funds needed (Resolution No. 2017-1). Trustee Conterato **moved to approve the adoption of Resolution No. 2017-1, a resolution to determine the estimate of funds needed for the 2016-17 fiscal year.** Treasurer Adams seconded the motion.

RESOLUTION NO. 2017-1
RESOLUTION TO DETERMINE ESTIMATE OF
FUNDS NEEDED FOR 2016-2017 FISCAL YEAR

WHEREAS, the Geneva Public Library District must file on or before December 27, 2016, its Levy Ordinance for the 2016-2017 fiscal year; and

WHEREAS, pursuant to "Truth in Taxation Law" (35 ILCS 200/18-55 *et seq.*), the Geneva Public Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be necessary to be raised by taxation for the 2016-2017 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Geneva Public Library District that the amount of money estimated to be necessary to be raised by taxation for the 2016-2017 fiscal year upon the taxable property in said Library District is $4,825,000.

FURTHER RESOLVED that no public hearing pursuant to the "Truth in Taxation Law" is necessary as the proposed levy does not exceed 105% of the previous year's tax extension.

ADOPTED this 27th day of October, 2016, pursuant to a vote as follows:

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

I. Approve Payment to LFI ($2,260.00) for library equipment (signage, end panels).
Vice President Lord **moved to approve payment to LFI for library equipment in the amount of $2,260.00.** Trustee Hintz seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

J. Approve Payment to Ottosen Britz ($742.00) for legal services.
Trustee Hintz **moved to approve payment to Ottosen Britz for legal services in the amount of $742.00.** Trustee Conterato seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

K. Approve payment to Robbins Schwartz ($55.00) for legal services.
Vice President Lord **moved to approve payment to Robbins Schwartz for legal services in the amount of $55.00.** Trustee Schmid seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Craft

ABSTAIN: None

MOTION CARRIED

XI. OTHER NEW BUSINESS

None.

XII. PUBLIC and TRUSTEE COMMENTS

District resident Lisa Bennet expressed her delight in seeing the earlier presentation by StudioGC and thanked the Board for their efforts to address the Library's space needs.

XIII. EXECUTIVE SESSION

At 9:43 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.

At 9:47 p.m., Trustee Schmid moved to reconvene to the Regular Meeting of the Board of Trustees. Trustee Conterato seconded the motion.

XIV. FUTURE AGENDA ITEMS

President Shiffler stated there would be an update on the Batavia annexation lawsuit at the November meeting.

XV. ADJOURNMENT

Trustee Hintz **moved to adjourn the meeting of the Board of Trustees**. Trustee Conterato 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 9:47 p.m.

Respectfully submitted,

Dana Hintz, Secretary Pro-Tem

Bob Shiffler, President