

Lake Geneva Public Library Board of Trustees Meetings

918 West Main Street Lake Geneva, Wisconsin 53147 (262) 249-5299

Finance Committee

Thursday, February 11, 2016 at 7:30 a.m. (Director's Office)

Present: Kundert, Lafrenz, Oppenlander; Also present: Peterson and Busch

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$51,340.96 in General Funds for the month of January 2016. There were no expenditures from Donated.

Board of Trustees Meeting

Thursday, February 11, 2016 at 8:00 a.m.

Minutes

Call to order

Oppenlander called the meeting to order at 8:09 a.m.

Roll Call

Members present: Brookes, Kersten, Kundert and Oppenlander; Also present: Peterson

Adoption/Amendment of agenda

Oppenlander asked for a motion to adopt the agenda as proposed. Kundert made a motion to adopt the agenda. Kersten seconded. Motion carried unanimously.

Disposition of minutes of previous regular meeting and any intervening special meeting(s)

Oppenlander asked for a motion to approve the minutes of the January 14, 2016 meeting. Peterson recommended that under President's Report, the minutes be revised to correct the reappointment of Kundert by the Walworth County Board of Supervisors to "Bloomfield Township" instead of "Linn Township." Also, Peterson asked that the expenditures under Finance Committee minutes and Board meeting minutes both be reported the same at \$67,532.10. Brookes made a motion to approve the minutes with the two amendments as proposed. Kundert seconded. Motion carried unanimously.

President's Report

Oppenlander acknowledged that the Board did not have a quorum and all motions will be re-approved at the March 10, 2016 meeting.

Oppenlander reported on the meeting of the Ad Hoc Committee on Benchmarks on February 10, 2016. Discussion followed. Oppenlander recommended a meeting with Lakeshores Library System Administrator Steve Ohs. Discussion followed. It was agreed that the Ad Hoc Committee and any other interested Board members will meet with Steve Ohs on Tuesday, February 23 at 2:00 p.m. at the Library.

Oppenlander introduced the Employee Performance Evaluation Form recently proposed by the City to move toward merit based pay increases. Discussion followed. It was suggested that the Personnel Committee (Boilini, Jones, Oppenlander and Lafrenz) schedule a meeting before March 31, 2016 to determine the next steps for library personnel.

Oppenlander led a discussion on the first two sessions of "Short Takes for Trustees", a series of videos produced by the American Library Association. Discussion followed. Oppenlander noted that the hand-

outs to support the next two sessions which will be discussed at the March 10 meeting are included in the February packet.

Building & Grounds

Brookes reported on the work of the Friends' Ways & Means Committee to approve a contract for the magazine aisle furniture. It is anticipated that the new furniture and the restoration of the heritage furniture will be completed in time for the Annual Meeting of the Friends in April.

Peterson reported on the roof inspection by Sarnafill representative scheduled after a leak in the public internet area. It was recommended that the roof and scuppers be cleared of snow and debris on the next warm day. A more thorough inspection will be conducted at that time.

Peterson reported that patrons have complained about the ice under the snow, even though Granite Ridge plows the sidewalk along Highway 50. The Streets Department responded that citizens are concerned about the salt getting in their dogs' paws. The Streets Department provided the Library with two bags of salt for the sidewalk. Discussion followed. It was agreed that the Board will ask our maintenance staff to salt the sidewalk from Wrigley to Madison in moderation on an as needed basis.

Finance

Kundert made a motion to approve \$51,340.96 in General Fund expenditure for the month of January 2016. Brookes seconded. Motion carried unanimously. There were no expenditures from Donated.

Kundert reviewed the most recent update of the Library's 2015 Operating Budget. Discussion followed.

Director's Report

Peterson reported on service statistics which reflect a typical decrease of check-outs and door count based on winter months.

Peterson reported on the resignation of a Library Assistant I and the posting of the vacancy this past week.

Peterson reported on a recent experience with a patron at the Circulation Desk who challenged Board policy.

Peterson reported that staff is working on the 2015 Annual Report due February 29, 2016.

Peterson reported on two new partnerships in the community.

Peterson reported on the upcoming Black Point Program featuring key pieces from the estate archives on February 24 at 6:30 p.m.

Adjournment

Oppenlander asked for a motion to suspend the agenda due to length of meeting. Kundert made a motion to suspend the agenda. Brookes seconded. Motion carried unanimously. Oppenlander asked for a motion to adjourn. Brookes made a motion to adjourn at 10:05 a.m. Kundert seconded. Motion carried unanimously.

Next Meeting: Thursday, March 10, 2016 Respectfully submitted, Chris Brookes, Vice President