

**REVISED: June 22, 2016**

**Lake Geneva Public Library Board of Trustees Meetings**

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

**Finance Committee**

Thursday, June 9, 2016 at 7:00 a.m. (Director's Office)

Present: Gelting, Kundert, Lafrenz, Oppenlander; Also present: Peterson and Mueller

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$54,063.10 in General Funds for May 2016. There were no expenditures from Donated Funds in May.

**Board of Trustees**

Thursday, June 9, 2016

**Minutes**

**Call to order**

Oppenlander called the meeting to order at 8:10 a.m.

**Roll Call**

Members present: Boilini, Brookes, Gelting, Kundert, Lafrenz, Oppenlander; Also present: Peterson

**Adoption/Amendment of agenda**

Oppenlander asked for a motion to amend the agenda to include the topic of Walking Quorums under the President's Report. Kundert made a motion as proposed. Gelting seconded. Motion carried unanimously.

Openlander asked for a motion to approve the amended agenda. Kundert made a motion as proposed. Gelting 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 May 12, 2016 meeting. Kundert made a motion to approve the minutes. Lafrenz seconded. Motion carried unanimously.

**President's Report**

Oppenlander asked Gelting to address the Walking Quorums topic. Gelting advised the Board of the best practice for email correspondence among Board members.

Oppenlander reported on the overwhelming positive response and attendance at the program presentation by Wendy Holden, the international best-selling author of "Born Survivors."

Oppenlander reported on the detour of the library tour for the City Council members on May 13, 2016. The Board asked that Peterson contact Cindy Flower and Doug Skates for an orientation to the library.

As a follow-up to last month's motion to proceed with the process to expand the Library Board, Oppenlander reported that Peterson contacted Walworth County Administrator, David Bretl, to request information about this procedure. Peterson will follow-up with his response at next month's meeting.

Oppenlander asked Board members to review contact information and 2016-2017 committee appointments for accuracy. Gelting asked to be on the Building & Grounds and Personnel Committees.

Oppenlander reported that the Ad Hoc Committee to develop a mission statement, a vision statement, and a strategic plan will meet on June 22 at 8:00 a.m. This committee includes Oppenlander, Brookes, Kersten, and Gelting.

Oppenlander reviewed the Short Takes for Trustees video series. Peterson will send an email to the Board members with a more direct way to access the series.

Oppenlander reported on recent correspondence from the ERD regarding the EOCC claim filed in April 2015.

### **Finance**

Kundert reviewed monthly bills and made a motion to approve \$54,063.10 in General Funds. Brookes seconded. Motion carried unanimously. There were no expenditures from Donated Funds in May.

### **Personnel**

Peterson reported on the hire of a summer intern for seventeen hours per week through the federally-funded Workforce Innovation and Opportunity Act.

Peterson reported on the value of recent continuing education workshops on safety awareness and customer service attended recently by support staff.

### **Building & Grounds**

Peterson reported that the donated bench will be installed in Library Park during the week of June 13. The donor will pay for the expense to move and install the bench.

Kundert reported that the motor in the exhaust fan on the west side of the building has been installed by Vorpapel.

### **Public Relations**

Peterson and Brookes reported on the plans for the upgrade of the library's website.

### **Director's Report**

Peterson reported on service statistics for the month of May.

Peterson reported that she is working with the Administrative Associate to update library amendments to the Employee Handbook.

Peterson reported that the merger with the Kenosha Public Library and branches will go live on June 16.

Peterson reported that she had an inquiry from someone interested in purchasing our part of our TIME and LIFE magazine collections. Discussion followed. The Board agreed to discuss the possible sale of the TIME magazines only with the individual.

Peterson reported on the busy summer youth programs and the upcoming adult program presented by Ed Schwinn and Jim Davis on the history of Stone Manor on June 22.

**Adjournment**

Oppenlander asked for a motion to adjourn. Kundert made a motion to adjourn at 9:45 a.m. Gelting seconded. Motion carried unanimously.

Next meeting: Wednesday, July 6, 2016.

Respectfully submitted,

Chris Brookes