

Lake Geneva Public Library Board of Trustees Meetings

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

Finance Committee

Thursday, August 13, 2015 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 \$69,610.07 in General Funds for the month of July 2015. There were no expenditures from Donated Funds in July 2015.

Board of Trustees Meeting

Thursday, August 13, 2015 at 8:00 a.m.

Minutes

Call to order

Oppenlander called the meeting to order at 8:03 a.m.

Roll Call

Members present: Brookes, Dinan, Kundert, Lafrenz, Oppenlander; Also present: Peterson

Adoption/Amendment of agenda

Oppenlander asked for a motion to amend the agenda to include "Fire Inspection" under Building & Grounds. Lafrenz made a motion as proposed. Kundert seconded. Motion carried unanimously. Oppenlander asked for a motion to adopt the amended agenda. Kundert made a motion as proposed. Lafrenz 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 July 16, 2015 meeting. Brookes made a motion to approve the minutes as proposed. Dinan seconded. Motion carried unanimously.

President's Report

Oppenlander reviewed the proposed agenda for the Open House on September 12. Discussion followed. Oppenlander reviewed proposal from Black Point to offer Walking Tours after the Open House. Discussion followed. The Board agreed to partner with Black Point by including the Walking Tour in the press release of Open House, creating a separate flyer for the event, and announcing the Walking Tour at the end of the Open House program. The Board also asked that the proceeds from the Walking Tours be directed to the Friends of the Library.

Oppenlander introduced a discussion about speaker fees for the Open House. It was agreed that the Friends Adult Programming fund will provide the honorarium for the speaker and that the lodging fee will be covered by the General Administration account. Other logistics of the Open House event were reviewed. Peterson reported that the library staff would like to prepare a set of note cards featuring the stained glass pieces in the library for the Open House.

Oppenlander asked that the Personnel Committee meet to develop a planned approach for 2016 salaries.

Oppenlander related the request of the Friends regarding street banners. No further action could be taken.

Building & Grounds

Peterson reported that the locks for the men's and women's public restrooms and the staff lunch room have been replaced.

Kundert reported on the August 12 inspection of the roof by a representative from the manufacturer, Sarnafill. Kundert walked the entire roof with representative and it is in good condition with the minor leak caulked in May. We are at the half-way mark for the 15 year warranty. Kundert reported that the Board is waiting for a third bid on the chimney repair, planter restoration, and replacement of worn bricks on the exterior of the building.

Finance

Kundert made a motion to approve \$69,610.07 in General Fund expenditures for the month of July 2015. Dinan seconded. Motion carried unanimously. No expenditures were made from Donated Funds in July 2015.

Director's Report

Peterson expressed appreciation to the Friends for their work at the Friends Books Sale and all preparations required to coordinate the weekend.

Peterson reported on the July checkouts which were lower than June but higher than May.

Peterson asked the Board to review a recommendation to include the following addition to the Library Use Guideline policy: "Please do not enter the library building in beach attire or without shirt or shoes." Lafrenz made a motion as proposed. Dinan seconded. Motion carried unanimously.

Peterson asked the Board to review the removal of some files and items in the basement. Discussion followed. The Board asked Peterson to consult City Hall Administration to confirm dates of record retention. Lafrenz recommended that the 2003 model of the proposed renovation of the Library be reviewed again in two-three years.

Peterson reported on the receipt of the recent gift of The Chapin Foundation.

Peterson reported on the program featuring Carol DeMarco on August 28th.

Adjournment

Oppenlander asked for a motion to adjourn. Lafrenz made a motion to adjourn at 9:01 a.m. Kundert seconded. Motion carried unanimously.

Respectfully submitted,

Chris Brookes
Vice President

Next meeting: Thursday, September 10, 2015 at 8:00 a.m.