

Lake Geneva Public Library Board of Trustees Meetings
918 West Main Street Lake Geneva, Wisconsin 53147 (262) 249-5299

Finance Committee

Thursday, January 8, 2015 at 7:30 a.m. (Director's Office)

Present: Lafrenz, Lyon, Oppenlander; Also present: Peterson and Wollaeger

After reviewing outstanding bills, Oppenlander approved a recommendation to the Library Board to approve \$49,878.13 in General Funds and \$67.03 in Donated Funds for the month of December 2014.

Board of Trustees Meeting

Thursday, January 8, 2015 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, Dinan, Lafrenz, Lyon, Oppenlander; Also present: Peterson and Benson

Adoption/Amendment of agenda

Oppenlander asked for a motion to adopt the agenda. Brookes made a motion to adopt the agenda. Dinan 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 meeting on December 11, 2014. Lafrenz made a motion to approve the minutes as proposed. Lyon seconded. Motion carried unanimously.

Oppenlander asked for a motion to approve the minutes of the December 23, 2014 meeting of the Finance Committee. Lafrenz made a motion to approve the minutes of the December 23, 2014 meeting as proposed. Lyon seconded. Motion carried unanimously.

President's Report

Oppenlander presented a list of his recommendations for Chairmen of the Board's various committees and asked for other suggestions or requests. Oppenlander asked for a motion to accept the proposed slate of Committee Chairmen. Lyon made a motion to accept the motion as proposed. Lafrenz seconded. Motion carried unanimously.

Building & Grounds

Oppenlander reviewed the three bids submitted for annual preventative maintenance of the building's HVAC systems. Oppenlander reported that the Finance Committee recommended the proposal from Vorpagel for a preventative maintenance contract in 2015. Discussion followed. Oppenlander asked for a motion to approve the Vorpagel proposal. Lyon made a motion to approve the Vorpagel proposal. Dinan seconded. Motion carried unanimously.

Peterson reported on the transition to the new cleaning service through a local franchise of Jani-King. The service will start on January 19, 2015.

Finance

Oppenlander made a motion to approve \$49,878.13 in General Funds. Lafrenz seconded. Motion carried unanimously. Oppenlander made a motion to approve \$67.03 in Donated Funds. Lafrenz seconded. Motion carried unanimously.

Peterson reported that City Administration will meet with the consulting firm, Springsted, Incorporated to review the results of the Job Classification and Category Study.

Oppenlander introduced the portfolio proposal submitted by Voyager. Discussion followed. Oppenlander stated that Kundert will present the proposal for further discussion at the February 12, 2015 meeting.

Personnel

Peterson reported on managing staff PTO requests. Discussion followed.

Director's Report

Peterson reported on the 9% decrease of total 2014 check-outs from total 2013 check-outs. This statistic impacts the Library's annual operating budget by reducing revenues in fines and fees and adjacent county reimbursements.

Benson reported on a busy month ahead for adult and youth programming.

Adjournment

Oppenlander asked for a motion to adjourn. Lafrenz made a motion to adjourn at 9:05 a.m. Dinan seconded. Motion carried unanimously.

Respectfully submitted,

Chris Brookes
Vice-President

Next meeting: Thursday, February 12, 2015 at 8:00 a.m.