

Lake Geneva Public Library Board of Trustees Meetings

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

Finance Committee

Thursday, October 8, 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 \$56,093.84 in General Funds for the month of September 2015. There were no expenditures from Donated Funds in September 2015.

Board of Trustees Meeting

Thursday, October 8, 2015 at 8:00 a.m.

Minutes

Call to order

Oppenlander called the meeting to order at 8:07 a.m.

Roll Call

Members present: Brookes, Dinan, Jones, Kersten, Kundert, Lafrenz, Oppenlander; Also present: Peterson and Benson

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 September 10, 2015 meeting. Brookes made a motion to approve the minutes as proposed. Kundert seconded. Motion carried unanimously.

Oppenlander asked for a motion to approve the motions made at the September 10, 2015 and the minutes of the Special Finance Committee meeting on September 18, 2015. Lafrenz made the motion as proposed. Dinan seconded. Motion carried unanimously.

President's Report

Oppenlander reported on the success of the Open House on September 12 with attendance of approximately 70-75 people. Discussion followed. Peterson expressed appreciation to Oppenlander for his support and counsel to plan the event.

Oppenlander asked the Board for input regarding the next step with Jamie Hegel. Discussion followed. The Board concluded that they would like to invite Hegel to the Library to personally thank her.

Building & Grounds

Peterson updated the Board on building maintenance issues. Phil's Drain gave a good report after routing the line on October 6th. Vorpagel installed a new motor in the exhaust fan in the Youth Services area. A new refrigerator was purchased for the staff lunch room. Kundert presented a proposal from Northwind to landscape a neglected area on the east side of the building. Discussion followed. Kundert made a motion to accept Northwind's proposal in the amount of \$495.00 to be completed in October. Lafrenz seconded. Motion carried unanimously.

Kundert updated the Board on the bids submitted to repair the chimney and to repair tuckpointing around the exterior of the building. Discussion followed. Based on scheduling the project before the cold weather, Kundert made a motion that the Board allow the Director to accept a bid not to exceed \$2,000. Brookes seconded. Motion carried unanimously.

Finance

Kundert made a motion to approve \$56,093.84 in General Fund expenditures for the month of September 2015. Lafrenz seconded. Motion carried unanimously. No expenditures were made from Donated Funds in September 2015.

Peterson reported that she would like to pursue bids to install carpeting throughout the Library with the exception of the Smith Meeting Room. She asked approval from the Board to prepare for a Capital Improvement Project submission. Discussion followed. Lafrenz made a motion to proceed with carpeting bids. Dinan seconded. Motion carried unanimously.

Peterson asked if the Board would be interested in getting bids for an LED conversion as a Capital Improvement Project. Discussion followed. Kersten made a motion to review a broader city plan for LED lighting and proceed with that information. Dinan seconded. Motion carried unanimously.

Oppenlander asked for a motion to go into **Closed Session pursuant to WI Statutes 19.85(1) c Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.** Lafrenz made a motion to go into **Closed Session.** Kundert seconded. Motion carried unanimously.

Oppenlander asked for a motion to come out of **Closed Session.** Lafrenz made a motion to come out of **Closed Session.** Kundert seconded. Motion carried unanimously.

Director's Report

Peterson reported that the library needs approximately 43,000 check-outs, or over 14,000 check-outs per month, in the last three months of the year, to match the number of check-outs in 2014 and to maintain 2017 Walworth County reimbursements which represent an average of nearly 36% of the Library's annual operating budget. Benson reaffirmed that the circulation check-outs decreased significantly when the new parking meters were installed in May 2012.

Peterson reported that she will attend the Wisconsin Library Association Annual Conference in Middleton from November 3-November 6.

Benson reported on upcoming adult and youth programming.

Adjournment

Oppenlander asked for a motion to adjourn. Lafrenz made a motion to adjourn at 9:30 a.m. Dinan seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones, Secretary

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