

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

**Finance Committee**

Thursday, December 11, 2014 at 7:00 a.m. (Director's Office)

Present: Kundert, Lafrenz, Lyons, Oppenlander; Also present: Peterson and Wollaeger

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$66,312.92 in General Funds and \$361.37 in Donated Funds for the month of November.

**Board of Trustees Meeting**

Thursday, December 11, 2014 at 8:00 a.m.

**Minutes**

**Call to order**

Oppenlander called the meeting to order at 8:05 a.m.

**Roll Call**

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

**Adoption/Amendment of agenda**

Oppenlander asked for a motion to adopt the agenda. Lyons made a motion to adopt the agenda. Brookes 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 November 13, 2014. Lafrenz made a motion to approve the minutes of the November 13, 2014 meeting. Brookes seconded. Motion carried unanimously.

Oppenlander asked for a motion to approve the minutes of the December 4, 2014 meeting of the Personnel Committee. Lafrenz made a motion to approve the minutes of the December 4, 2014 meeting of the Personnel Committee. Dinan seconded. Motion carried unanimously.

**President's Report**

Oppenlander welcomed Bob Anderson from Voyager. Anderson reviewed the Library's portfolio. Discussion followed. Anderson will prepare a proposal for the Board's review at their January 8, 2015 meeting.

Oppenlander updated the Board on the Smith Meeting Room. Discussion followed. It was agreed to plan an Open House for the Smith Meeting Room during National Library Week in April 2015.

Peterson reviewed Library Highlights for 2014.

**Building & Grounds**

Kundert reviewed Vorpapel proposal for a preventative maintenance contract in 2015. Discussion followed. Peterson will follow-up with two more bids.

Kundert reviewed three bids for a new cleaning service. Discussion followed. Lyons made a motion to approve the proposal from JaniKing contingent upon review of the contract by the City Attorney. Lafrenz seconded that motion. Motion carried unanimously.

### **Finance**

Kundert made a motion to approve \$66,312.92 in General Funds. Lafrenz seconded. Motion carried unanimously. Kundert made a motion to approve \$361.37 in Donated Funds. Lafrenz seconded. Motion carried unanimously.

Kundert reported that City Administration is waiting for the results of the Job Classification and Category Study to finalize the City's Library Operating Budget.

Kundert reported the contribution of the Board of Trustees for the purchase of the Scan Pro 3000 in partnership with the Library Foundation and Friends Group.

### **Personnel**

Lafrenz reported on the outcome of the Personnel Committee meeting on December 4, 2014.

Lafrenz also reported on the outcome of the Personnel Committee meeting on November 15, 2014.

Oppenlander presented an update of the Library's Organizational Chart. Lafrenz made a motion to approve the updated Organizational Chart as presented. Lyons seconded. Motion carried unanimously.

### **Director's Report**

Peterson reported on the decrease in check-outs for the month of November and anticipated the year-end total check-outs for 2014 will be significantly lower.

Peterson reported on the completion of the Fiber Optic Project.

Benson reported on November adult programming and upcoming youth programming.

### **Adjournment**

Oppenlander asked for a motion to adjourn. Lafrenz made a motion to adjourn at 9:42 a.m. Lyons seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones,  
Secretary

**Next meeting: Thursday, January 8, 2015 at 8:00 a.m.**