

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

Finance Committee

Thursday, February 12, 2015 at 7:30 a.m. (Director's Office)

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

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$63,523.03 in General Funds and \$16.20 in Donated Funds for the month of January 2015.

Board of Trustees Meeting

Thursday, February 12, 2015 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, Kundert, Lafrenz, Oppenlander; Also present: Peterson, Benson, Dennis Jordan and Jeff Miskie

Adoption/Amendment of agenda

Oppenlander asked for a motion to adopt the agenda. Lafrenz made a motion to adopt the agenda. Kundert 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 January 8, 2015. Lafrenz made a motion to approve the minutes as proposed. Kundert seconded. Motion carried unanimously.

President's Report

Peterson reported on an emergency procedures letter written to library staff in January. It was written from discussions with Oppenlander. Discussion followed. Lafrenz made a motion to update Emergency Closing procedures in the Library Addendum to the City Employee Handbook. Brookes seconded the motion.

Jordan and Miskie presented the city-wide phone system update to the Board. They reported that City Attorney Dan Draper believed that the library installation of wiring to support the new phone system would qualify for funding from library impact fees. Discussion followed. Kundert made a motion for the expenditure of up to \$20,000 from library impact fees to support this project, contingent upon the recommendation of Draper. Dinan seconded. Motion carried unanimously.

Building & Grounds

Peterson reported that a one-year preventative maintenance contract from January 2015 through December 2015 has been signed with Vorpagel. The first service call will be in April.

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

Finance

Kundert made a motion to approve \$63,523.03 in General Funds. Lafrenz seconded. Motion carried unanimously. Kundert made a motion to approve \$16.20 in Donated Funds. Lafrenz seconded. Motion carried unanimously.

Jordan reported on the preliminary results of the Job Classification study with consulting firm Springsted.

Kundert reported that he will provide a portfolio management update at the March meeting.

Director's Report

Peterson reported that the number of check-outs in January 2015 exceeded the check-outs in January 2014. She also report increases in door-count and patron registration for new cards.

The city-wide phone system update was provided earlier by Jordan.

Peterson reported on recent statistics from Unique.

Peterson reported on the new staff member as Library Assistant II in Reference. She also reported on the retirement of Library Assistant I, Patti Geissal.

Peterson reported on upcoming adult and staff programming.

Adjournment

Oppenlander asked for a motion to adjourn. Lafrenz made a motion to adjourn at 9:40 a.m. Jones seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones
Secretary

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