

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

Finance Committee

Thursday, June 12, 2014 at 7:30 a.m. (Director's Office)

Present: Brookes, Kundert, Lafrenz, Lyon; Also present: Peterson and Wollaeger

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$54,697.22 in General Funds and \$165.39 in Donated Funds.

Board of Trustees Meeting

Thursday, June 12, 2014 at 8:00 a.m.

Call to order

Brookes called the meeting to order at 8:06 a.m.

Roll Call

Members present: Brookes, Dinan, Kersten, Kundert, Lafrenz, Lyon Also present: Peterson and Benson

Adoption/Amendment of agenda

Brookes asked for a motion to adopt the agenda. Kundert made a motion to adopt the agenda. Lafrenz seconded. Motion carried unanimously.

Disposition of minutes of previous regular meeting and any intervening special meeting(s)

Brookes asked for a motion to approve the minutes of the May 8, 2014 meeting. Kundert made a motion to approve the minutes. Lyon seconded. Motion carried unanimously.

President's Report

Brookes welcomed Ed Gilbertson to present an option for the middle frame on the North wall of the Smith Meeting Room. After Gilbertson left, discussion followed. Lafrenz made a motion to authorize Gilbertson to provide a sample of the stained glass, with no obligation, for presentation at the Board's July 10, 2014 meeting. Lyon seconded. Motion carried unanimously.

Brookes updated the Board on chair selections to consider for the Smith Meeting Room. Discussion followed. The Board asked that one sample chair in the selected colors be provided for review prior to purchase.

Building & Grounds

Peterson reported that the restoration of the first outside book drop has been completed and delivered for powder coating to a shop in Delavan. The second book drop will not be removed for restoration until the first book drop is returned.

Peterson reported that, as requested by the City Council, a third bid has been submitted for new window treatments in the library. It is between \$12,500-\$13,000 and within the CIP amount approved by the City Council.

Peterson reported that maintenance staff advised that the exterior of the building needs to be painted. Staff called to set-up meetings for bids, but local painters are already scheduled out through the summer. We will contact them at the end of August to get work done before winter.

Peterson reported that a stone mason has come out to review the restoration required for the planters. He will get back with a bid by the end of the month.

Finance

Kundert reviewed the monthly financial report and made a motion to approve \$54,697.22 in General Funds. Lafrenz seconded. Motion carried unanimously. Kundert made a motion to approve \$165.39 in Donated Funds. Kersten seconded. Motion carried unanimously.

Peterson reported on the upcoming computer/cash drawer that will replace our current cash register. The project is managed by Lakeshores Library System with software that will directly link fines and fees with patron accounts. A credit card payment option will also be available with the new system. Discussion followed. Lyon made a motion to keep the total daily petty cash at \$500 on a trial basis. Lafrenz seconded. Motion carried unanimously. Board also recommended that staff encourage patrons to pay cash for smaller fines.

Director's Report

Peterson reported on the success of the Appreciation Luncheon and the opportunity to introduce Oppenlander as the new President of the Board of Trustees to many volunteers.

Peterson reported on the year-to-date decrease in circulation check-outs.

Peterson reported on the status of the recruiting process for the three staff vacancies.

Peterson reported on the Open Meetings Training Session led by Walworth County Administrator, David Bretl on May 13, 2014.

Brookes and Peterson briefed the Board on the immediate need for a ScanPro 3000 which will replace the two microfilm readers which currently do not operate and for which there are no longer replacement parts manufactured. Discussion followed. Kersten made a motion to move forward with the purchase of the ScanPro3000 and computer and printer required for its usage while we investigate eligibility of this project to be supported by City of Lake Geneva Capital Improvement Projects, Library Foundation and/or Friends, or Special Projects Funding. Dinan seconded. Motion carried unanimously.

Peterson followed-up with statistics of Smith Meeting Room usage and fees to provide context for the review of our current \$35 charge for each use of the room. Discussion followed. Kundert made a motion to increase the charge to \$50 per program with an additional \$100 charged if the program runs over three hours, and to waive the Smith Meeting Room charge for non-profit organizations for one program a year. Lyon seconded. Motion carried unanimously.

Adjournment

Brookes asked for a motion to adjourn at 9:40 a.m. Kundert made a motion to adjourn. Dinan seconded. Motion carried unanimously.

Respectfully submitted,

Andrea W. Peterson
Director

Next meeting: Thursday, July 10, 2014 at 8:00 a.m.