Lake Geneva Public Library Board of Trustees Meetings

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

Finance Committee

Thursday, January 10, 2016 at 7:30 a.m. (Director's Office)

Present: Lafrenz, Oppenlander; Also present: Peterson and Busch

After reviewing outstanding bills, Oppenlander approved a recommendation to the Library Board to approve $67,532.10 in General Funds and $1,695.20 in Donated Funds for the month of December 2015.

Board of Trustees Meeting

Thursday, January 14, 2016 at 8:00 a.m.

Minutes

Call to order

Oppenlander called the meeting to order at 8:10 a.m.

Roll Call

Members present: Boilini, Brookes, Kersten, Lafrenz, Oppenlander; Also present: Peterson and Benson

Adoption/Amendment of agenda

Oppenlander asked for a motion to adopt the agenda as proposed. Lafrenz 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 December 10, 2015 meeting. Brookes made a motion to approve the minutes as proposed. Kersten seconded. Motion carried unanimously.

President's Report

Oppenlander expressed his appreciation to the Library Board of Trustees for their reliable attendance at the monthly and special Board meetings in 2015 and for their dedication to collaborate on behalf of the Library and our service to the community.

Oppenlander reviewed Highlights of 2015 which included Board Committee activity, community partnerships, and programming.

Oppenlander introduced the opportunity for the Board to view a series of videos, "Short Takes for Trustees," produced by the American Library Association. Discussion followed. Board agreed to view one or two videos prior to the monthly meeting and include on the meeting agenda for a ten-minute discussion of those viewed each month.

Oppenlander reported on progress of the ongoing Benchmark Comparison study with Aram Public Library in Delavan and Matheson Memorial in Elkhorn. Discussion followed. Oppenlander asked for volunteers to serve on an Ad Hoc Committee to evaluate the results of the data. Brookes, Lafrenz, and Oppenlander agreed to be on the Committee. Oppenlander recommended that Kundert also has an interest in serving on this Committee. Peterson will coordinate an initial meeting when the dialogue with directors at Aram and Matheson is completed.

Oppenlander announced that Kundert was officially reappointed as a representative of Bloomfield Township to the Board by the Walworth County of Supervisors at their meeting on January 12, 2016.

Oppenlander announced that Peterson has fulfilled her continuing education requirements to qualify for recertification as a Director Grade I by the Department of Public Instruction until 2020.

Peterson reported that the City's Comptroller advised the Library Board to maintain records for seven years. Discussion followed. Peterson will work with Busch to eliminate past invoices prior to 2009 and to convert hard copies of minutes to an electronic format.

Building & Grounds
Peterson reported that the furnaces were inspected by Vorpagel in December. Peterson reported on the progress of cleaning up the basement.

Finance
Oppenlander made a motion to approve $67,532.10 in General Fund expenditures and $1,695.20 in Donated Funds for the month of December 2015. Brookes seconded. Motion carried unanimously.

Oppenlander introduced an amended 2016 budget and identified the lines that were adjusted with the increase in the tax levy. Discussion followed. Lafrenz made a motion to approve the amended budget dated January 12, 2016 as proposed. Boilini seconded. Motion carried unanimously.

Director's Report
Peterson reported on 2015 year-end check-outs compared to previous years.

Peterson reported on the resignation of a Library Assistant I and the posting of the job position this past week.

Peterson followed-up on a request from the Board to determine liability coverage for program performers. City Attorney Dan Draper advised that presenters are covered by the city, unless the program presenters pose a higher than average risk.

Peterson presented a revised contract submitted by Integrated Imaging for the ScanPro 3000. This contract extended the length of the warranties through December 2016. Discussion followed. The Board approved the contract with the exception of the maintenance agreement for 2017 at $950. Peterson will follow-up with Integrated Imaging.

Peterson reported that the Friends have met to advance with the magazine aisle furniture restoration with a local business.

Benson reported on upcoming adult and youth programming in January and February.

Adjournment
Oppenlander asked for a motion to adjourn. Boilini made a motion to adjourn at 9:35 a.m. Lafrenz seconded. Motion carried unanimously.

Next Meeting: Thursday, February 11, 2016
Respectfully submitted, Chris Brookes, Vice President