



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Board of Trustees Meeting  
Thursday, February 8, 2018, 8:00 a.m.  
Smith Meeting Room, Lake Geneva Public Library

**Call to order:** Oppenlander called the meeting to order at 8:00 a.m.

**Roll Call: Members present:** Brookes, Dinan, Gelzer, Halverson, Kersten, Kundert, Lafrenz, Lyon, Oppenlander. **Also present:** Kornak

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

Kundert/Halverson motion to approve the minutes of the January 11, 2018, meeting. Motion carried unanimously.

**Public Comments:** None

**Finance:** Kundert reviewed January expenditures. The Finance Committee recommended approval of expenditures of \$46,529.43 from the general fund. Lafrenz seconded recommendation. Motion carried unanimously.

2017 expenses came in under budget. Finance Committee recommended for approval remaining bills from 2017 budget of \$12,466.10 for personnel, \$19,450.16 for operating expenses, and \$5,243.01 from impact fees totaling \$37,159.27. Lyon seconded recommendation. Motion carried unanimously.

**President's Report:** Referred to building and grounds

### Building and Grounds

- Discussion of outdoor/indoor furnace options
- Discussion of east wing office heating options

### Director's Report

- Kornak reported library statistics showing increasing circulation in January, program attendance, feedback on self-checkout stations, self-pickup for holds, Winterfest traffic
- Feedback on fine forgiveness for LGPL youth materials



# LAKE GENEVA PUBLIC LIBRARY

## Voyager Financial Update

Bob Anderson reviewed market trends and status of LGPL portfolio.

## Discussion

- Gelzer/Lyon motion to approve Security Camera Policy. Motion carried unanimously.
- Brookes/Dinan motion to approve LGPL Addenda to the City of Lake Geneva Employee Handbook.
- Lafrenz/Dinan motion to amend paragraph 4, 102 Organization Description by adding Library Board of Trustees to list. Motion carried unanimously.
- Brookes/Lafrenz motion to approve LGPL Addenda to the City of Lake Geneva Employee Handbook as amended. Motion carried unanimously.

## Committee Reports

- **Strategic Planning**
  - Gelzer reported Innovation Lab observers will be in the library February 13.
  - Student Cam Neuhauser has been named project director.
  - In preparation for committee meeting February 28, 6:15 p.m. (Smith Meeting Room), Trustees were asked to submit to the Director answers to the following: How would you briefly describe a high-performing library?
  - Planning a retreat with outside facilitator will also be on the meeting agenda.
- **Personnel:** Nothing to report
- **Public Relations:** Gelzer/Lyon motion to approve full color exterior sign designed by Bauer Sign and Lighting Company and suggested placement contingent upon City approvals. Motion carried unanimously.

Backup committee chairs discussion tabled until March.

**City Liaison:** Halverson reported on current City issues: Riviera, Hillmoor, and the mayoral race.

**Friends of Library Report:** Friends meeting is Wednesday, February 21, 5 p.m., Smith Meeting Room. Agenda items include planning the Annual Meeting and Authorfest.

**Adjournment:** Gelzer/Kersten motion to adjourn the meeting at 10:05 a.m. Motion carried unanimously. **Next meeting: Thursday, March 8 at 8:00 a.m., Smith Meeting Room.**

Respectfully submitted by Chris Brookes, Secretary