

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

Board of Trustees Meeting
Thursday, February 9, 2017 at 8:00 a.m.
Smith Meeting Room
Minutes

Call to order

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

Roll Call

Members present: Brookes, Gelting, Kersten, Kundert, Lafrenz, Lyon, Oppenlander

Also present: Kornak, resident Scott Gelzer, Aurora student Samantha Jaspers

Members Absent: Boilini

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

Kundert/Lafrenz motion to approve the minutes of the January 12, 2017 meeting. Motion carried 7 to 0.

President's Report

Oppenlander asked PR Committee Chair Kersten to report on plans for the 2/11/2017 Share the Love - Love Your Library event.

Oppenlander asked for suggestions of City of Lake Geneva residents to fill the open library board trustee position. Scott Gelzer excused himself during the discussion. Gelting will talk to the Mayor about posting the opening. Lyon/Kersten motion to forward three names to the Mayor for consideration: Scott Gelzer, Barbara Dinan, John Halverson. Motion carried 7 to 0.

Appointment of interim Board officers to be considered at March meeting.

Finance

The Finance Committee recommended approval of expenditures of \$32,606.93 from General Funds. Lyon/Oppenlander motion to approve expenditures. Motion carried 7 to 0.

Personnel

Gelting/Lafrenz motion to move closed session to the end of the agenda. Motion carried 7 to 0.

Building & Grounds

Roof inspection is set for Monday, February 13. Director is preparing a list of contractors approved for cleaning the roof.

City Liaison Topics

Gelting and Director are evaluating need to involve architectural firm for restroom expansion project. A space needs study needs to be completed. Options for funding a space needs study will be on future agenda.

Director's Report

Director Emily Kornak reported on service statistics, presented drafts of Circulation Policy and Social Media Policy for review, and asked Personnel Committee to review Library Employee Handbook Addendum at future Personnel Committee meeting. The Annual Report for DPI is being prepared.

Three items referred to Finance Committee: ALA membership renewal, Visit Lake Geneva membership renewal, and application for city credit card.

Website design referred to Ad Hoc Committee of the Public Relations Committee.

A staff in-service day will be scheduled by the Director in the spring.

Building updates included staff workroom furnace, roof inspection, and discussion of carpet replacement.

Friends of Library Report

Brookes reported the Friends are working on the application for Beachside Authorfest 2017 with the goal to grow the event with more authors and activities. Brookes/Kersten motion to support the Friends' Authorfest by authorizing booths along Main Street and expanding library hours as needed. Motion carried 7 to 0.

Closed Session

Kundert/Lyon motion to go into **Closed Session pursuant to WI Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for**

- a. **Public Services Coordinator, A. Benson**
- b. **Youth Services Librarian, S. Soukup**
- c. **Information Technology/Technical Services, D. Brewster Wallace**
- d. **Circulation Services Associate, L. Dantuma**
- e. **Administrative Associate, S. Mueller**
- f. **Reference Assistant II, S. Rymarz**
- g. **Reference Assistant II, L. Nussbaum**
- h. **Maintenance, M. Monahan**
- i. **Technical Services Library Assistant II, J. Hansen**
- j. **Circulation/Technical Library Assistant I, P. Kingwill**
- k. **Library Assistant II, M. Cordova**
- l. **Library Assistant I, V. Miller Blume**
- m. **Library Assistant I, C. Heger**
- n. **Shelver, M. Long**

Motion carried 7 to 0.

Gelting/Lyon motion to come out of **Closed Session** pursuant to Wisconsin Statutes 19.85 (s) and take action on any items discussed in Closed Session. Motion carried 7 to 0.

Brookes/Gelting motion to bring all employees under minimum up to minimum plus a flat percentage raise for all employees not to exceed the total budget of \$392,673.00. Increase one position below minimum by 10% to recognize elimination of PTO eligibility post 1/1/2017. All compensation changes are retroactive to 1/1/2017. Motion carried 7 to 0.

Adjournment

Lyon/Oppenlander motion to adjourn the meeting at 10:35 a.m. Motion carried 7 to 0.

Next meeting: Thursday, March 9, 2017 at 8:00 a.m.

Respectfully submitted,

Chris Brookes
Vice President