



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Board of Trustees Meeting
Thursday, February 14, 2019, 8:00 a.m.
Smith Meeting Room, Lake Geneva Public Library

Call to order

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

Roll Call

Members present: Brookes, Dinan, Gelzer, Halverson, Henningfeld, Kersten, Kundert, Lyon, Oppenlander

Also present: Library Director Kornak

Disposition of minutes of previous regular meeting and any intervening special meeting(s)
Lyon/Kundert motion to approve the minutes of the December 13, 2018, meeting. Motion carried unanimously.

Financial//Building/Grounds

Kundert reviewed December expenditures. The Finance Committee recommended approval of expenditures of \$59,611.92 from the general fund. Lyon seconded the recommendation. Motion carried unanimously.

Kundert reviewed January expenditures. The Finance Committee recommended approval of expenditures of \$38,404.94 from the general fund. Lyon seconded the recommendation. Motion carried unanimously.

Capital Needs request form due March 12 to City Administrator.

The Finance Committee recommended approval of \$1,030 for high speed hand dryers and installation.

Kersten seconded the recommendation. Motion carried unanimously.

The Finance Committee recommended approval of \$3,950 for NABCO ADA automatic door openers and installation. Oppenlander seconded the recommendation. Motion carried unanimously.

The Finance Committee recommended using \$12,000 donation from Wallace family for Scanex digitizing equipment. Brookes seconded the recommendation. Motion carried unanimously.



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Lyon/Dinan motion to approve the investment policy updates. Gelzer offered an amendment to review investment policy annually. Lyon/Dinan motion to approve investment policy updates as amended. Motion carried unanimously.

Oppenlander/Lyon motion to approve the building procedures as presented. Motion carried unanimously.

Kornak reported insurance coverage from the City is in progress.

Kundert reported the status of fund accounts.

President's Report

- Oppenlander recognized Scott Gelzer for initiating staff recognitions by the Board.
- Correspondence and feedback
- Appreciation expressed to Kornak and staff from the U.W. Extension regarding the Financial Coach program
- Sunday hours discussion
 - Kundert/Lyon motion to extend Sunday trial hours up to, but not through, Memorial Day, resume previous schedule for summer, and review the trial hours in the fall. Motion carried unanimously.

Director's Report

Kornak reviewed highlights of 2018.

- Kanopy usage
 - Oppenlander/Lyon motion to approve \$1,000 from Investment Fund #9 to fund Kanopy through 2019. Motion carried unanimously.
- 2019 programming to focus more on educational topics. Adult programming to be suspended in August for local history digitization project.
- Gelzer/Oppenlander motion to approve 14 day loan period for TV series on DVDs. Motion carried unanimously.
- Oppenlander/Lyon motion to approve meeting dates as presented.
- Gelzer announced Humanities Council meeting March 8, 4:00 p.m. Agenda will be posted.
- Further reports on budget, strategic plan progress, circulation & operations, library consortium, and usage statistics.

Committee Reports

Public Information

- Kersten – no report

Personnel

- Halverson – committee will meet Friday, Feb., 15 at 10:00 a.m.



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City Liaison

- Halverson mentioned Council is working to standardize application for permits.

Friends of Library Report

- Meeting scheduled for Wed. Feb., 20 at 5:00 p.m.
- Kundert reported on ongoing book sale progress
- Annual Meeting Tuesday, April 30, 6:00 p.m. with speaker Sam Weller

Library Foundation Report

- The Foundation sent out drafts of the by-laws plus policy and procedures for review and email vote from their board

Adjournment

Kundert/Lyon motion to adjourn the meeting at 9:15 a.m. Motion carried unanimously.

Next meeting: Thursday, March 14, 2019 at 8:00 a.m., Smith Meeting Room, Lake Geneva Public Library.

Respectfully submitted,

Chris Brookes
Secretary