



LAKE GENEVA PUBLIC LIBRARY

Meeting Minutes

Lake Geneva Public Library Board of Trustees Meeting
Thursday, March 12, 2020 - 5:00 pm
Smith Meeting Room, Lake Geneva Public Library

1. Call to order by president Lyon at 5:00pm.
 2. Roll call and introduction of guests: Lyon, Bartz, Pennington, Henningfeld, Kersten, Gramm, Halverson, Kundert.
Also Present: Library Director Kornak, Head of Adult Services Strehlow.
 3. Approval of previous meeting minutes, January Minutes, by Kundert/Halverson, unanimously passed.
 4. Financial report by Kundert:
 - a. January Expenses of \$56,884.87 motion for approval by Kundert/Lyon, unanimously passed.
 - b. February Expenses of \$48,347.46 motion for approval by Kundert/Bartz, unanimously passed.
 - c. A meeting with Voyager, about investments, will be scheduled for March 27th.
 - d. Funding of \$13,612.50 for library materials from Investment Pool #9 motioned for approval by Bartz/Kersten, unanimously passed. Includes: Museum Adventure Pass program (balance of 2020 = \$112.50), Kanopy (\$1000), Playaway Standing Order Program (\$7500), Wonderbooks (\$5000).
 5. President's report by Lyon:
 - a. Introduction of new library board trustee: Dr. Jan Eckola (Lake Geneva School District liaison)
 - b. Next meeting for library design and Strategic Planning Committee scheduled for March 24.
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6. Director's report (Kornak)
 - a. Jan-Feb usage & statistics. Spring staff in-service Friday, April 3 - closed all day.
 - i. New library cards issued: 216 (up 53% over Jan-Feb 2019)
 - ii. Public computer sessions: 1,043 (up 35%)
 - iii. Door count: 16,943 (down 2%)
 - iv. WiFi sessions: 1,247 (up 3%)
 - v. Circulation / check outs: 11,375 (down 1.9%)
 - vi. Programs (youth ages 0-11) 49 programs, 1,142 attendees
 - vii. Programs (young adult) 4 programs, 110 attendees
 - viii. Programs (adult) 30 programs, 823 attendees
 - b. StoryCorps - community meeting kickoff Sunday, March 15, 12:30 pm - 2pm - POSTPONED - New York training team cannot travel due to COVID-19



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- c. WI Libraries Transforming Communities update - April conference CANCELED
- d. COVID-19 - library status update
 - i. Library update on policies and procedures - staff staying home if sick, cleaning and sanitizing and handwashing frequency of high touch areas and toys, more spacing between people, following County Health Dept. guidelines and recommendation, communication with public as to our actions, cancel programs as needed / deemed necessary, communicate frequently with City and Library board. Emphasis on staying informed, flexible, adaptable as we do not know how this will develop.
 - e. Inspiration Ministries and Inspired Coffee proposal - Inspired Coffee, a non-profit, would like to offer their coffee in the library to be funded by donations or another way TBD - we will investigate options with them. Kersten/Gramm motion to approve offering Inspired Coffee coffee carafes in the library replacing our current Keurig machine. Passed unanimously.
- 7. Committee reports (Kersten, Halverson, Lyon) - committees have not met except Strategic Planning has scheduled meeting. FEH completed design workshops.
- 8. City report (Halverson).
- 9. Friends & Foundation report (Kundert)
 - a. Friends Annual Meeting Monday, April 27th - inaugural Sip & Spell
- 10. Adjournment

Next meeting:

Thursday, April 9, 2020, 5pm, Smith Meeting Room, Lake Geneva Public Library