



## MINUTES

Lake Geneva Public Library Board Meeting  
Thursday, April 13, 2017  
8:00 a.m.  
Smith Meeting Room

### Call to order

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

### Roll Call

**Members present:** Boilini, Brookes, Gelting, Kerston, Kundert, Lafrenz, Lyon, Oppenlander.

**Also present:** Kornak, Oborn, Gelzer

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

Motions from the February 9, 2017 meeting:

- Lafrenz/Lyon motion to accept Diane Jones' letter of resignation with regret. Motion carried unanimously.
- Lafrenz/Lyon motion to approve expenditures of \$65,049.60 plus \$5,547.89 for Health/Dental Insurance totaling \$70,597.49 from General Funds. Motion carried unanimously.
- Lafrenz/Boilini motion to renew membership in Visit Lake Geneva for \$365 from general administrative funds. Motion carried unanimously.
- Lafrenz/Kundert motion to join American Library Association for \$300 from continuing education funds. Motion carried unanimously.
- Lyon/Gelting motion to confirm \$400 for customer service training for staff to be taken from continuing education budget line item. Motion carried unanimously.

Oborn recommended the meeting be canceled if a quorum is not present.

### President's Report

Oppenlander and Kornak led discussion of RFID/Self-checkout proposal. A cost/savings analysis was requested. Lafrenz/Boilini motion to authorize the Director to pursue comparisons of the technology including RFID for library cards, impact, and funding. Motion carried unanimously. Kerston was appointed Board representative/contact.

Upcoming meetings: May – Annual meeting, June – Voyager report

Kerston/Lyon motion to appoint Brookes to fill Secretary role until elections in May. Motion carried unanimously.



Kerston/Boilini motion to appoint Lyon to fill VP role until elections in May. Motion carried unanimously.

## **Finance**

The Finance Committee recommended approval of expenditures of \$44,334.61. Gelting seconded recommendation. Motion carried unanimously.

Kundert will prepare a statement of purpose for new Voyager account which replaced the laddered CDs.

## **Building & Grounds**

Lafrenz/Gelting motion to accept Vorpapel bid of \$700 for labor to replace the cracked heat exchanger which is covered by warranty. Motion carried unanimously.

Discussion of roof maintenance bids. Lafrenz/Lyon motion to accept the bid of Schranz Roofing, Inc. for a one time visit, not to exceed \$1750. Motion carried unanimously.

Kundert will get an update on the planter project.

## **City Liaison Topics**

Gelting reported on reorganization at City Hall: Treasurer, Comptroller, new Council members Halverson and Straube, and the formation of a Tourism Commission. He also recommended exploring whether the RFID self-checkout qualifies for impact fees.

## **Board Meeting Dates and Holiday Closings**

Lafrenz/Oppenlander motion to be open Friday, November 24; closed Friday PM and Saturday AM, December 22, 23; closed Friday PM and Saturday AM, December 29, 30; and approve other holiday closings as listed. Motion carried unanimously.

Lafrenz/Kerston motion to approve meeting dates as listed. Motion carried unanimously.

## **Parking**

Lafrenz/Boilini motion to authorize the Director to work with City Parking Operations Manager to reconfigure one unmetered parking space for library use. Motion carried unanimously.

## **Visitor Cards**

Gelting/Lyon motion to approve offering temporary visitor cards for LGPL materials only from Memorial Day to Labor Day at a cost of \$10 per card. Motion carried unanimously.



## **Committee Reports**

### **Strategic Planning**

Kerston presented ideas for long-term planning, community partnership opportunities, and marketing. Oppenlander asked Board members to consider positives and obstacles for discussion at the next meeting.

### **Public Relations**

Kerston reported three vendors are under consideration for website design. Boilini suggested a local company be added to the list.

### **Director's Report**

Kornak presented a written report including service statistics, Facebook activity, program statistics, IMLS update, Rotary presentation, audit review, and library system report. Upcoming: in-service day April 14 (library closed), open meetings law training April 21.

A revision was made to the 2016 Annual Report (staffing FTE). The Director thanked the Friends for the Staff Appreciation Soiree, mentioned patron feedback, and discussed options for Volunteer Appreciation luncheon.

### **Friends of Library Report**

Boilini announced the Friends Annual Meeting April 24 at 6:00 PM and the Annual Book Sale on the second weekend of August. Discussion about waiving fees for hanging banners and permit for book sale. Oborn and Gelting suggested finding a sponsor or grant to pay the fees, or applying to the new Tourism Board in 2018. Boilini acknowledged partnership with Yunkers for the banners.

### **Adjournment**

Gelting/Lyon motion to adjourn the meeting at 10:40 a.m. Motion carried unanimously.

**Next meeting: Thursday, May 11, 2017 at 8:00 a.m. AT CITY HALL**

Respectfully submitted,

Chris Brookes  
Interim Secretary