



## MINUTES

Lake Geneva Public Library Board Meeting

Thursday, June 8, 2017

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

**Introduction of guests:** City Administrator Blaine Oborn, Mary Jo Fesenmaier, Parking Manager Sylvia Martinez-Mullally

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

Kundert/Lafrenz motion to approve the minutes of the May 11, 2017 meeting. Motion carried unanimously.

### President's Report

Oppenlander appointed a Mission/vision/strategic plan ad hoc committee: Brookes, Gelzer, Halverson, Lafrenz, Kersten, Lyon, Oppenlander.

### 2017/18 Standing Committee Appointments

Halverson/Gelzer motion to approve Personnel Committee members: Brookes, Dinan, Gelzer, Lafrenz, Oppenlander. Motion carried unanimously.

Kundert/Dinan motion to approve Building and Grounds Committee members: Kundert, Lafrenz, Oppenlander. Motion carried unanimously.

Lafrenz/Halverson motion to approve Finance Committee members: Halverson, Kundert, Lyon, Oppenlander. Motion carried unanimously.

Lafrenz/Lyon motion to approve Public Information Committee members: Brookes, Gelzer, Halverson, Kersten. Motion carried unanimously.

### Finance

The Finance Committee recommended approval of expenditures of \$47,653.95. Lyon seconded recommendation. Motion carried unanimously.



Halverson/Gelzer motion to join Taliesin Fellows for \$75 fee. Motion carried unanimously.

Bob Anderson, Voyager Capital Management, LLC, provided a summary on the performance of library investments for the period 01/01/2017 to 06/01/2017. Q&A followed. Voyager will provide the next update shortly after year end 2017.

### **Parking Rate Update**

City Administrator Blaine Oborn and Parking Manager Sylvia Martinez-Mullally presented information on parking rate options being considered by the City Council. Discussion followed.

### **Committee Reports**

#### **Public Relations**

Kersten reported the web designer is working on a logo design for the library which will guide the design of the website.

#### **Personnel**

Circulation Manager Linda Dantuma is retiring August 26. Committee presented an updated job description for approval. Brookes/Gelzer motion to approve the Circulation Services Manager job description. Motion carried unanimously.

#### **Building & Grounds**

Kundert reported the planter project is in progress.

#### **City Liaison**

John Halverson welcomed to the Board.

#### **Director's Report**

Kornak presented a written report including service statistics, program statistics, and 30/90 report. Summer reading programs for children and adults is underway with prizes on display. A part time shelver is needed.

Lafrenz/Kersten motion to accept the final EnvisionWare bid for RFID totaling \$87,694.50 to be covered by impact fees. Motion carried unanimously.

Lyon/Halverson motion to approve Circulation Services Policy and Social Media Policy. Motion carried unanimously. The Exam Proctoring Policy will be considered at the next meeting.



## **Friends of Library Report**

Brookes reported 45 authors are currently signed up for the July 8 event. Charlie Donlea will be the featured author for the Friday night program and Saturday event. Publicity flyers and press releases are in progress. Kundert mentioned the Annual Book Sale August 11 – 13.

## **Adjournment**

Halverson/Kundert motion to adjourn the meeting at 10:10 a.m. Motion carried unanimously.

**Next meeting: Thursday, July 13, 2017, at 8:00 a.m.**

Respectfully submitted,

Chris Brookes  
Secretary