



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Board of Trustees Meeting
Thursday, June 14, 2018, 8:00 a.m.
Lake Geneva Public Library, Smith Meeting Room

Call to order

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

Roll Call

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

Excused: Lyon

Also present: Kornak, Lakeshores Administrator Steve Ohs (9:00 a.m.)

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

Gelzer/Dinan motion to approve the minutes of the May 10, 2018, meeting. Motion carried unanimously.

Public Comments

None

Finance

Kundert reviewed May expenditures. The Finance Committee recommended approval of expenditures of \$64,840.34 from the general fund. Oppenlander seconded recommendation. Motion carried unanimously.

July meeting with Voyager regarding investment accounts pending.

President's Report

Oppenlander reported on Walworth County training on open meeting laws.

Director's Report

- Budget on track at 35.4% as of May 31, 2018. Early draft of 2019 budget presented.
- Building & Grounds update and preliminary draft of interior layout ideas.
- Circulation statistics
- Programming: Memory Café partnership with Burlington, Aram (Delavan) and LGPL.
- Fine Free policy recommendation
 - Proceed with a one-year pilot of fine-free adult collections, following the same parameters as youth collections, effective immediately.
 - Gelzer/Halverson motion to accept recommendation carried unanimously.
- Summer Intern; May Food for Fines; upcoming publicity updates
- Policies:
 - Library Usage and Donations policies to be presented in July
 - Smith Meeting Room policy updated to reflect current practices



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- Kersten/Halverson motion to approve revised policy carried unanimously.

Kornak introduced Steve Ohs, Lakeshores Library System Administrator.

- o Discussion of system services and digital checkout funding

Committee Reports

Public Relations

- Kersten reported the Regional News accepted proposal for a monthly library column to be contributed by LGPL, Fontana, and Williams Bay libraries
- PR plans to promote strategic planning process, newsworthy programming, and branding through internal press releases, education, and social media

Personnel

Gelzer/Halverson motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering the employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for:

- a. Library Director E. Kornak

Motion carried unanimously.

Gelzer/Oppenlander motion to return to open session pursuant to Wis. Stat. 19.85(2) and take action on any items discussed in closed session. Motion carried unanimously.

Halverson/Oppenlander motion to review Compensation Policy at next meeting. Motion carried unanimously.

Strategic Planning

- Gelzer reported on survey and interview responses; Boards' surveys pending.
- Next meeting Wed. June 27 at The Highlands of Geneva Crossing, 721 S. Curtis St.
 - o 5 p.m. work group meeting with Sarah Keister-Armstrong
 - o 6:15 p.m. full committee
- Planning Session meetings
 - o Wed. July 18, 9:00 a.m. at The Highlands of Geneva Crossing, 721 S. Curtis St.
 - o Tues. July 24, 4:00 p.m. at The Highlands of Geneva Crossing, 721 S. Curtis St.

City Liaison

- Oppenlander commented on the completion of the street repairs ahead of schedule

Foundation

- Oppenlander reported Foundation by-laws are being reviewed
- Financial review by Voyager in progress



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Friends of Library Report

- Kundert reported a large donation of books for the Annual Book Sale
- Brookes will be finalizing Authorfest plans at next Friends meeting, Wed. June 20, 5:00 p.m.
- Authorfest is scheduled for July 14, 10:00 – 4:00.

Adjournment

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

Next meeting: Thursday, July 12, 2018 at 8:00 a.m., Smith Meeting Room.

Respectfully submitted,

Chris Brookes
Secretary