

Lake Geneva Public Library Board of Trustees Meetings

918 West Main Street Lake Geneva, Wisconsin 53147 (262) 249-5299

Finance Committee

Thursday, September 8, 2016 at 7:00 a.m. (Director's Office)

Present: Gelting, Kundert, Oppenlander; Also present: Oborn, Peterson and Mueller

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$49,141.98 in General Funds for August 2016. There were no expenditures from Donated Funds in August.

Board of Trustees

Thursday, September 8, 2016

Minutes

Call to order

Oppenlander called the meeting to order at 8:04 a.m.

Roll Call

Members present: Boilini, Brookes, Gelting, Kundert, Oppenlander; Also present: Oborn, Peterson and Benson

Adoption/Amendment of agenda

Oppenlander asked for a motion to adopt the agenda as proposed. Kundert made a motion to adopt the agenda. Gelting seconded. Motion carried unanimously.

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

Oppenlander asked for a motion to approve the minutes of the monthly Board meeting on August 11, 2016. Brookes made a motion to approve the minutes as proposed. Kundert seconded. Motion carried unanimously.

Oppenlander asked for a motion to approve the minutes of the Personnel Committee meeting on August 25, 2016. Brookes made a motion to approve the minutes as proposed. Kundert seconded. Motion carried unanimously.

President's Report

Oppenlander reported that Nancy Russell, Chairman of the Walworth County Board of Supervisors, and David Bretl, Walworth County Administrator, approved his request to complete his Library Board of Trustees' term through April 30, 2017.

Oppenlander reviewed the recent work of the Ad Hoc Committee: Development of Mission Statement, Vision Statement, and Strategic Plan and recommended meeting next after the Director search. He recommended that the Board consider including an "Our Values" statement as well.

Oppenlander discussed the parameters about recommending an additional trustee to the Library Board. Discussion followed. The next step will be to forward the Board's request to Nancy Russell.

Because the Board meeting had a quorum, Oppenlander asked for a motion to reapprove the minutes of the August 11, 2016 meeting. Gelting made a motion to re-approve the minutes. Boilini seconded. Motion carried unanimously.

Oppenlander then asked for a motion to approve the minutes of the August 25, 2016 meeting of the Personnel Committee. Brookes made a motion to re-approve the minutes. Boilini seconded. Motion carried unanimously.

Oppenlander recommended that the review of the "Short Takes for Trustees" video series be continued after the 2017 budget process and personnel business.

Oppenlander introduced Sylvia Martinez-Mulally, Parking Manager. Sylvia presented two options to re-arrange parking in the library's loading zone and adjacent parking spots. Discussion followed. Oppenlander asked for a motion to approve Option #1 which changed the 25 minute parking spaces to five-hour meters and to include two drop-off parking spaces within the existing loading zone. Gelting made a motion as proposed. Kundert seconded. Motion carried unanimously.

Finance

Kundert reviewed monthly bills and made a motion to approve \$49,141.98 in General Funds. Brookes seconded. Motion carried unanimously. There were no expenditures from Donated Funds in August. Peterson reported on the September 27 deadline to submit proposed 2017 budget to the City and the October 6 date at 10:00 a.m. for the Library Board to present the budget to the City's Finance Committee. A Finance Committee meeting was scheduled for Thursday, September 22 at 7:00 a.m.

Building & Grounds

Oppenlander initiated a discussion to identify proposed capital projects which include carpeting, LED replacement plan, and sidewalk repairs.

Peterson reported that a proposal to fund the restoration of the planters is in process.

The Board discussed the plan to clean the roof. Peterson will follow-through for an estimate with Sarnafill.

Personnel

Oppenlander led a discussion about plans to recruit for a new Director, including job ad, job description, interview questions and format. A Personnel Committee meeting was scheduled for Friday, September 16 at 8:00 a.m.

Peterson reported on status of medical leaves for the shelver, the Library Assistant I position and the Public Services Coordinator.

Director's Report

Peterson reported on service statistics for the month of August.

Peterson suggested that Mrs. Dresser and Jamie Hegel be invited to the Library soon. It was agreed to pursue this idea.

Adjournment

Oppenlander asked for a motion to adjourn. Gelting made a motion to adjourn at 10:55 a.m. Oppenlander seconded. Motion carried unanimously.

Next meeting: Thursday, October 13, 2016 at 8:00 a.m.

Respectfully submitted,

Chris Brookes
Vice President