

**Lake Geneva Public Library Board of Trustees Meetings**  
**918 West Main Street Lake Geneva, Wisconsin 53147 (262) 249-5299**

**Finance Committee**

Thursday, October 13, 2016 at 7:30 a.m.  
(Director's Office)

**Call to order**

Kundert called the meeting to order at 7:30 a.m.

**Roll Call**

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

**Adoption/Amendment of Agenda**

Kundert asked for a motion to adopt the agenda. Oppenlander seconded. Motion carried.

**Chairman's Report**

Kundert led a discussion on monthly expenditures and income, noting the library is on track for the end of the third quarter.

Oppenlander reported on the budget presentation to City Administration on October 6, 2016.

**Staff**

Mueller presented a report detailing the purposes, expenditures, and balances of donated funds. The Committee reviewed and approved the continuation of the report.

Mueller presented bids for new contracts for the staff and public copiers. The Committee reviewed the bids and asked for a third bid to be sought.

**Adjournment**

Oppenlander asked for a motion to adjourn. Lafrenz made a motion to adjourn at 8:15. Motion carried.

**Board of Trustees Meeting**  
**Thursday, October 13, 2016 at 8:00 a.m.**  
**Agenda**

**Call to order**

Oppenlander called the meeting to order at 8:16 a.m.

**Roll Call**

**Members present:** Brookes, Boilini, Gelting, Kersten, Kundert, Lafrenz, Oppenlander; Also present: Benson and Peterson

**Adoption/Amendment of agenda**

Oppenlander asked for a motion to adopt the agenda. Brookes made a motion to adopt the agenda. Lafrenz 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 September 8, 2016 meeting. Kundert made a motion as proposed. Brookes seconded. Motion carried unanimously.

### **President's Report**

Oppenlander led a discussion on the progress of the search for a new director. Peterson reported that the job is posted on the websites of WLA, UW-Milwaukee, UW-Madison, indeed.com, the City of Lake Geneva, and the library's homepage. Options for interim plans with staff were reviewed. It was agreed that the Personnel Committee needs to meet as soon as possible to identify the process and interview questions to be used in selecting a new director. Peterson will coordinate a date for the committee meeting. Gelting made a motion to authorize the Personnel Committee to contact a candidate for Interim Director and to propose a consulting position with Peterson. Lafrenz seconded. Motion carried unanimously.

Lafrenz made a motion to accept the director's letter of resignation with regrets. Gelting seconded. Motion carried unanimously.

Gelting provided a summary of the history of library impact fees and purposes and reported that the library has \$170,000 in impact fees to be contracted by December 31, 2016. Discussion followed. It was determined that an Ad Hoc Committee on Impact Fees be formed. Gelting, Kersten, Kundert, and Oppenlander volunteered to serve on the Committee and meet as soon as possible. Oppenlander will provide available dates to schedule meeting.

### **Finance**

Kundert reviewed monthly bills and made a motion to approve expenditures of \$48,953.67 in General Funds. Boilini seconded. Motion carried unanimously. Kundert made a motion to approve \$383.39 in Donated Funds. Boilini seconded. Motion carried unanimously.

Oppenlander summarized the 2017 Budget presentation to the City Finance Committee on October 6, 2016. Discussion followed. Gelting made a motion to approve the 2017 Budget presented to the City. Boilini seconded. Motion carried unanimously.

### **Liaison Update on City of Lake Geneva Decisions**

Gelting reported that the City is considering a 100% increase in parking meter fees, raising the rates from \$1-\$2 an hour, with a potential to share parking revenues with the Library. Discussion followed. Peterson expressed concern that this obstacle to library visits will target the exact population of residents in Walworth County without libraries and as a result, further reduce county reimbursements which represent 30% of the library's operating budget. A substantial reduction in county reimbursements will require increased funding from the city's tax levy. Peterson reported on service statistics presented to previous City administration which clearly documented the decline in check-outs tracked after the Luke stations were installed in May 2012. Options for solutions and marketing were discussed.

### **Personnel**

Peterson reported on the current status of staff with FMLA leave. Oppenlander proposed that recruitment for the position of Library Assistant I be reconsidered and invited discussion on the topic. Peterson expressed the need to fill the position. Discussion followed. Kersten made a motion to offer the position on a contract temp-to-hire basis. Gelting seconded. Motion carried unanimously.

### **Building & Grounds**

Kundert reported that a proposal to restore the planters had been submitted to the Committee for the Beautification of Lake Geneva. Brookes made a motion to approve the Vegter Masonry bid of \$8,600

and plant installation of \$2,500 pending the approval of the matching grant by the Beautification Committee. Kersten seconded. Motion carried unanimously.

Kundert reported that an assessment of the roof had resulted in an agreement to hire an independent service to clean the roof.

Kundert reported that the sidewalk to the staff entrance had been repaired and a bill for \$2,232 had been submitted by Straight-Edge Contractors.

Peterson presented an estimate to convert the current lighting on the east end of the library to LED. The Board agreed to table that decision based on the uncertainty of other year-end expenditures in Building Repairs Account # 5250.

Oppenlander recommended that a list of Capital projects be submitted to the Ad Hoc Committee on Impact Fees.

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

Peterson reported on service statistics with a notable increase in wireless access sessions.

Peterson reported that the Finance Committee reviewed two bids for a new copier leases for the staff and public copiers and recommended that staff get another bid.

Benson reported on upcoming adult and youth programming.

#### **Adjournment**

Oppenlander asked for a motion to adjourn. Gelting made a motion to adjourn at 11:25 a.m. Brookes seconded. Motion carried unanimously.

Respectfully submitted,

Chris Brookes  
Vice President

**Next meeting: Thursday, November 10, 2016 at 8:00 a.m.**