



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Board of Trustees Meeting

Thursday, November 9, 2017

8:00 a.m.

Smith Meeting Room, Lake Geneva Public Library

### Call to order

Oppenlander called the meeting to order at 7:58 a.m.

### Roll Call

**Members present:** Brookes, Gelzer, Halverson, Kersten, Kundert, Lafrenz, Oppenlander

**Also present:** Kornak

**Excused:** Dinan, Lyon

Oppenlander introduced Lt. Ed Gritzner, Lake Geneva Police Department, who presented information and recommendations on library security.

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

Kundert/Lafrenz motion to approve the minutes of the October 12, 2017, meeting. Motion carried unanimously.

### Finance

Kundert reviewed October expenditures. The Finance Committee recommended approval of expenditures of \$74,485.69 from the general fund. Halverson seconded recommendation. Motion carried unanimously.

Kundert/Lafrenz motion giving Director Kornak authority to spend out impact fees on eligible projects with the approval of the Finance Committee. Motion carried unanimously.

December 14 Finance Committee meeting will begin at 7:15 a.m.

### President's Report

- Oppenlander thanked all the Trustees for attending the Lakeshores Trustees Dinner. 100% participation.
- A library credit card was approved at the Finance, License, and Regulation Committee.



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- The report from the presentation on the *"Powers and Duties of Elected and Appointed City Officials"* will be made available to all Trustees.

## Building and Grounds

- Discussion of LED lighting proposal. Oppenlander/Halverson motion to authorize Director Kornak to pursue lighting options, flooring, roof and concrete repairs for additions to the Capital Plan.

## Committee Reports

### Strategic Planning

- Gelzer reported a work group is meeting with Art Barnard of UW-W Innovation Lab for data strategies.
- Gelzer attended Foundation meeting. Foundation approved \$3,000 toward preservation of Library archives.
- Gelzer is presenting information to the Friends meeting Nov. 15.

## Personnel

- Addendum to City Handbook was presented for review. Approval tabled until December.
- Kersten/Oppenlander motion to adjust pay grades for Circulation Services Manager from 10 to 12 and Head of Youth Services from 11 to 14 at the recommendation of the Director. Motion carried unanimously.

## Public Relations

Kersten announced the PR committee will be meeting next week to review the website and discuss the digital sign proposal.

## City Liaison

Halverson reported on vacancies at City Hall, and shared information on the proposed development of Hillmoor property.

## Director's Report

Kornak announced October circulation and new user registrations were up; door count statistics reflected the installation of the new gates. Self-checkouts are in service and the WiFi hotspots provided by impact fees are in circulation. Card applications and library brochures



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were provided to Geneva National's new Welcoming Committee for new residents. Her written report included 30/90 program report.

**SAVE THE DATE:** Tuesday, December 12, 6:30 p.m. joint program with Barrett Memorial Library at The Ridge. More information to follow.

Juvenile fine proposal introduced. Discussion followed. A draft policy will be presented in December.

## **Friends of Library Report**

Brookes announced the Friends Holiday book sale Nov. 30, Dec. 1, and Dec. 2 during library hours.

## **Adjournment**

Lafrenz/Kersten motion to adjourn the meeting at 10:02 a.m. Motion carried unanimously.

**Next meeting: Thursday, December 14 at 8:00 a.m., Smith Meeting Room**

Respectfully submitted,  
Chris Brookes  
Secretary