

Lake Geneva Public Library Board of Trustees Meetings

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

Finance Committee

Thursday, November 12, 2015 at 7:30 a.m. (Director's Office)

Present: Kundert, Lafrenz, Oppenlander; Also present: Peterson and Busch

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$57,953.52 in General Funds for the month of October 2015. There were no expenditures from Donated Funds in October 2015.

Board of Trustees Meeting

Thursday, November 12, 2015 at 8:00 a.m.

Minutes

Call to order

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

Roll Call

Members present: Brookes, Jones, Kundert, Lafrenz, Oppenlander; Also present: Peterson

Adoption/Amendment of agenda

Oppenlander asked for a motion to adopt the agenda as proposed. Lafrenz made a motion to adopt the agenda. Kundert 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 October 8, 2015 meeting. Kundert made a motion to approve the minutes as proposed. Lafrenz seconded. Motion carried unanimously.

President's Report

Oppenlander presented a request from an individual wishing to apply for use of the Smith Meeting Room (SMR). Discussion followed. Board members requested that additional language be added to the SMR policy. Peterson will follow-up with a revised policy for Board approval at the December meeting. Brookes made a motion to deny the application. Kundert seconded. Motion carried unanimously.

Oppenlander expressed a concern about the potential for damage to the SMR by presenters or groups using the space. Discussion followed. Board members recommended a refundable fee of \$100 be required by those using the SMR and not serving food. The Board asked that staff create a checklist of areas in the SMR to be reviewed prior and after a presentation. The Board also inquired about the liability of the Library regarding injuries incurred during non-library programs. Peterson will follow-up with City Administration.

Oppenlander reviewed the Board-approved holiday schedule for closing the Library. Discussion followed. The Board recommended that staff publicize Library hours open from 9:00 a.m. to 1:00 p.m. on Saturday, December 26 and Saturday, January 2.

Oppenlander and Peterson reported briefly on follow-up from the Open House.

Building & Grounds

Kundert reported that Northwind completed the landscaping project on the east side of the building yesterday.

Kundert introduced a preventative maintenance contract submitted by Vorpapel for heating and cooling. Discussion followed. Lafrenz made a motion to approve a one-year preventative maintenance contract for 2016 in the amount of \$1522 with notations for those authorized to order service and prior approval for the installation of any part over \$200. Kundert seconded. Motion carried unanimously.

Kundert updated the Board on the chimney repair and tuckpointing. Discussion followed.

Peterson reported on the carpeting. Discussion followed. Board asked that the carpet cleaning be done after the snow and salt season.

Finance

Kundert made a motion to approve \$57,953.52 in General Fund expenditures for the month of October 2015. Lafrenz seconded. Motion carried unanimously. No expenditures were made from Donated Funds in October 2015.

Oppenlander updated the Board on the City 2016 budget process.

Oppenlander asked for a motion to go into **Closed Session pursuant to WI Statutes 19.85(1) c Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility**. Kundert made a motion to go into **Closed Session**. Brookes seconded. Motion carried unanimously.

Oppenlander asked for a motion to come out of **Closed Session**. Kundert made a motion to come out of **Closed Session**. Brookes seconded. Motion carried unanimously.

Oppenlander asked Peterson to notify Board members of a Special Meeting on Thursday, December 3 at 8:00 a.m.

Director's Report

Peterson reported that 12,756 items were checked out in October 2015, an increase of .8% from October 2014. Approximately 28,000 items need to be checked-out in the last two months of the year to match last year's total circulation of 158,618.

Peterson reported on the Annual Conference of the Wisconsin Library Association held in Middleton last week.

Peterson reported that the merger of the Lakeshores Library System with Kenosha Public Library has been finalized and is scheduled to launch on July 1, 2016.

Peterson reported on adult and youth programming.

Adjournment

Oppenlander asked for a motion to adjourn. Kundert made a motion to adjourn at 10:12 a.m. Brookes seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones, Secretary

Next Meeting: Thursday, December 10, 2015 at 8:00 a.m.

Special Meeting: Thursday, December 3, 2015 at 8:00 a.m.