

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

Finance Committee

Thursday, November 13, 2014 at 7:30 a.m. (Director's Office)

Present: Brookes, Kundert, Lafrenz, Lyon, Oppenlander and Kundert; Also present: Peterson and Wollaeger

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$53,711.87 in General Funds. Kundert reported no expenditures from Donated Funds in October.

Board of Trustees Meeting

Thursday, November 13, 2014 at 8:00 a.m.

Call to order

Oppenlander called the meeting to order at 8:05 a.m.

Roll Call

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

Adoption/Amendment of agenda

Oppenlander asked for a motion to adopt the agenda. Kundert 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 meeting on October 9, 2014. Lafrenz made a motion to approve the minutes of the October 9, 2014 meeting. Kundert seconded. Motion carried unanimously.

Oppenlander asked for a motion to approve the minutes of the October 27, 2014 Special Finance Committee meeting. Kundert made a motion to approve the minutes of the October 27, 2014 meeting. Lyon seconded. Motion carried unanimously.

President's Report

Oppenlander asked for a motion to approve motions made at the October 9, 2014 meeting as a quorum of the Board was not present. Lyon made a motion to approve motions made at the October 9, 2014 meeting. Dinan seconded. Motion carried unanimously.

Oppenlander introduced Ed Gilbertson. Gilbertson presented a mock-up of the proposed stained glass piece for the north wall of the Smith Meeting Room. Discussion followed. Lafrenz made a motion to accept the proposal from Gilbertson's for the stained glass centerpiece contingent upon the funding of \$5,300 coming from the Library Foundation. Lyon seconded. Motion carried unanimously.

Trustees reported on the Lakeshores Library System Annual Trustee meeting held on Thursday, October 30, 2014.

Peterson reported that the ScanPro 3000 was installed yesterday and staff were provided training.

Oppenlander reported on the acceptance of Denny Teichow and Todd Krause to become members of the Library Foundation Board.

Building & Grounds

Kundert reported his satisfaction with the completion of the exterior painting of the building.

Kundert presented a preventative maintenance proposal from Vorpapel for 2015. Discussion followed. Peterson will follow-up at the December 11th Board Meeting with information requested.

Kundert reported on the need for duct work to be done in the director's restroom and adjacent ceiling in the Picture Book Room.

Finance

Kundert made a motion to approve \$53,711.87 in General Funds. Lyon seconded. Motion carried unanimously. Kundert reported no expenditures in Donated Funds in October.

Peterson reported that the Public Hearing for the City of Lake Geneva's 2015 budget will be held on Monday, November 17th at 5:00 p.m.

Personnel

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 exercise responsibility. Lafrenz made a motion to go into **Closed Session**. Lyon seconded. Motion carried unanimously.

Kundert made a motion to come out of **Closed Session**. Lyon seconded. Motion carried unanimously.

Lafrenz made a motion to accept the recommendation of the Personnel Committee to eliminate the position of Reference Services Associate effective November 15, 2014. Kundert seconded. Motion carried unanimously.

Director's Report

Peterson reported that the 2014 year-to-date check-outs reflect an anticipated decrease in total 2014 check-outs.

Peterson asked for approval to increase hours of Reference Library Assistant II from 20 hours per week to 29 hours per week. Lafrenz made a motion to approve an increase of hours for Library Assistant II to 29 hours per week. Kundert seconded. Motion carried unanimously.

Peterson reported on sick leave absences of staff.

Peterson reported that the federally-funded Fiber Optic project to increase bandwidth was completed this week.

Peterson updated the Board on the dissolution of the SHARE Consortium with Mid-Wisconsin Federated Library System.

Peterson reported on the compliance of full-time staff with insurance requirement of the Health 360 preventative health maintenance screening.

Lyon reported on the status of the City's classification and categorization study.

Peterson reported on the possible interest of the Committee for the Beautification of Lake Geneva, Inc. in the Library's planter restoration project through a matching grant.

Adjournment

Oppenlander asked for a motion to adjourn at 9:50 a.m. Lyon made a motion to adjourn at 9:50 a.m. Kundert seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones
Secretary

Next meeting: Thursday, December 11, 2014 at 8:00 a.m.