



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Board of Trustees Meeting

Thursday, December 14, 2017

8:00 a.m.

Smith Meeting Room, Lake Geneva Public Library

### Call to order

Oppenlander called the meeting to order at 8:00 a.m.

### Roll Call

**Members present:** Brookes, Dinan, Gelzer, Halverson, Kundert, Lafrenz, Lyon, Oppenlander

**Also present:** Kornak

**Excused:** Kersten

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

Kundert/Gelzer motion to approve the minutes of the November 9, 2017, meeting. Motion carried unanimously.

### Finance

Kundert reviewed November expenditures. The Finance Committee recommended approval of expenditures of \$69,285.17 from the general fund. Lyon seconded recommendation. Motion carried unanimously.

Gelzer/Halverson motion authorizing Finance Committee to review and approve necessary expenditures out of the budget not to exceed \$40,000. Motion carried unanimously.

Finance Committee meets Thursday, December 21, 8:00 a.m.

### President's Report

- Oppenlander attended the Lake Geneva Police Department security training, and Current Conversations at the Ridge with Dr. Eric Loepp.
- Research on LED lighting project continues.

### Building and Grounds

- Kundert reported on status of furnace, ventilation system, computer room fans, and roof inspection.



# LAKE GENEVA PUBLIC LIBRARY

## Director's Report

Kornak's written report included statistics, staff training report, LGPD recommendation on panic buttons and security cameras, correspondence/patron feedback, 2018 holiday schedule, impact fee recommendations, fax policy proposal, juvenile material fine free proposal.

- Halverson/Dinan motion to authorize website going live in January 2018. Motion carried unanimously.
- Gelzer/Halverson motion to approve LGPD recommendation for panic button system funded by impact fees. Motion carried unanimously.
- Lafrenz/Dinan motion to authorize Director Kornak to spend balance of impact fees on Overdrive, Reference USA subscription, STEM kits, and digital outdoor sign as also approved by the City Administrator. Motion carried unanimously.
- Gelzer/Lyon motion to approve addition to Circulation Policy cancelling existing fines on juvenile materials effective January 1, 2018 and overdue charges on all juvenile materials going forward after January 1, 2018. Motion carried unanimously.
- Halverson/Lyon motion to approve addition to Library Cards & Materials Policy regarding fees for use of Document Station effective January 1, 2018. Motion carried unanimously.
- Lafrenz/Dinan motion to approve 2018 holiday schedule. Motion carried unanimously.
- Discussion of programming information to be available on line.

## Committee Reports

### Strategic Planning

- Gelzer reported contributions from Friends and Foundation.
- Lynelle Gramm will represent the Friends on the Strategic Plan committee
- Gelzer recommended Board authorization of contract with UW-Whitewater Innovation Lab for \$9,250 for support of the strategic plan. Kundert seconded recommendation. Motion carried unanimously.

## Personnel

Lafrenz/Halverson motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for:

Library Director Kornak



# LAKE GENEVA PUBLIC LIBRARY

Head of Adult Services Hines  
Head of Youth Services Soukup  
Technical Services Manager Wallace  
Circulation Services Manager Stang

Halverson/Kundert motion to return to open session pursuant to Wisconsin Statutes 19.85(2).  
Motion carried unanimously.

Halverson/Dinan motion to proceed as discussed in closed session. Motion carried  
unanimously.

Personnel Committee will meet Tuesday, December 19 at 8:00 a.m. to determine the amount  
of merit recognition for the Director.

## **Public Relations**

Kornak presented the test of the website design.

## **City Liaison**

Halverson reported on the defeat of the Hillmoor property proposal and suggested  
consulting the City Administrator for information on LED lighting.

## **Friends of Library Report**

Kundert reported the December Book Sale earned \$955 and many boxes were cleared from  
the basement.

## **Adjournment**

Gelzer/Kundert motion to adjourn the meeting at 10:25 a.m. Motion carried unanimously.

**Next meeting: Thursday, January 11 at 8:00 a.m., Smith Meeting Room**

Respectfully submitted,  
Chris Brookes  
Secretary