



LAKE GENEVA PUBLIC LIBRARY

MINUTES

Lake Geneva Public Library Ad-Hoc Strategic Planning Committee Meeting
Wednesday, March 28, 2018 6:15 p.m. – 7:45 p.m.
Smith Meeting Room, Lake Geneva Public Library

Call to order

Gelzer called the meeting to order at 6:15 p.m.

Roll Call

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

Also Present: Library Director Kornak

Excused: Gramm, Kersten, Barnard (latter from UW-Whitewater consulting)

Minutes:

Kundert/Lafrenz motion to approve the minutes of the February 28, 2018 meeting. Motion carried unanimously.

Old Business:

Gelzer reported on the completion of the Archive project. All items have been catalogued and a finding aid developed; to be reviewed by the Foundation and Trustees; staff to be trained on maintaining process. The Foundation's grant was a significant step forward for the care, preservation and cataloging of valuable archives. Thanks to Fritz Oppenlander observations, we have included an employee training component in the project. Staff should now be able to handle things going forward.

New Business:

Regarding planning activities, Kornak reported the community interviews are in progress, led by Art Barnard. Patron and non-patron survey questions are being developed by Whitewater team. Phone interviews expected to be completed in 5 days from the time the survey is ready; patrons will be surveyed by e-mail; staff engagement surveys will also occur, in later April or early May. April and May are very busy months for this project.

Discussion:

- Committee reviewed the WI DPI comparison spreadsheet presented at the last meeting.
- **Library visits:** Committee is in favor of visiting other high performing libraries.
- **Planning session:**



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- Five consultants have been contacted; waiting for bids, workgroup will interview up to 3.
- Discussion of dates, venue, and participants, still some sorting out on timing and venue.
- **Calendar:**
 - For a subsequent meeting: Review of key components identified as heavily influencing library development since 1950s. Summaries will be reviewed by committee members and others.

The Key Components of “How We Got Here, Part 2 and reviewers are:

- Evolution and development of The Friends (Brookes, Gramm, Friends)
- Evolution and development of The Foundation (Oppenlander)
- Prior strategic planning discussions (Gelzer, Brookes)
- Responses to shelved building campaign and financial incident (Kundert, Kersten)

April Activities:

- Survey those serving on the Boards of Trustees, Foundation, and Friends. (Workgroup draft)
- Finish (tentatively) community contact interviews. (Barnard, Kornak)

It was generally agreed this was a busy time and much to look forward to in the coming weeks.

Kundert/Halverson motion to adjourn at 7:20 PM; the Chair noted a 25 minute credit to be available for a future meeting. Adjournment Motion carried unanimously.

Respectfully submitted,

Chris Brookes, Secretary

Next meeting: (note change) Tuesday, April 24, 2018 6:15 PM
Location Lake Geneva City Hall, Conference Room 2A