



LAKE GENEVA PUBLIC LIBRARY

Library Finance, Building, & Grounds Committee Meeting

Date: Thursday, February 9, 2023
Time: 4:30 p.m.
Place: Lake Geneva Public Library
Smith Meeting Room
918 W Main Street
Lake Geneva, WI 53147

MINUTES

1. Chair Kundert called the meeting to order at 4:31 p.m.
2. Roll call and introduction of guests: Kundert, Gramm, Lyon present. Also present: Kornak
3. Review and approval of previous meeting minutes - Lyon/Gramm motion to approve previous meeting minutes passed unanimously.
4. Finance, Building, & Grounds Committee report (Kundert)
 - a. Review and approval of December 2022 and January 2023 invoices
 - i. Final year end review at March Library Board meeting
 1. Kornak will send FBG information about the bilingual visual dictionary line item with detail (#54110 12/31/2022 for \$7,570.79) - incorrectly labeled? ***the bilingual dictionary was about \$26.00 - the \$7,570.79 is the subtotal for all the invoices for youth materials in that reporting period***
 2. FBG committee and board will approve December invoices when final year end reports are issued and all line items are clarified.
 - ii. January invoices:
 1. Kornak will review benefits budget with City Comptroller for accuracy and report to committee if there are benefit budget discrepancies
 2. Kornak will request updated January reports showing updated invoices with utility and other missing invoices from City
 3. Lyon/Gramm motion to approve January invoices totaling \$77,613.75 as listed in financial reports recognizing that there appear to be missing utility and perhaps other invoices, that should show up on updated January or February financial reports.
 - b. Investment update - no update from last meeting.
 - c. Building updates (Kundert/Kornak) - water softener may be replaced
5. Adjournment - Gramm/Lyon motion to adjourn at 4:53 pm passed unanimously.