

Franklin Public Library
 Library Board Meeting
 November 23, 2020
 Minutes—Approved December 21, 2020
ATTENDANCE:



Name	Attended	Name	Attended	Name	Attended
Maria Imp (MI) <i>President</i>	X	Reivian Berrios (RB) <i>Vice-President</i>	X	Alan Aleksandrowicz (AA) <i>Treasurer</i>	X
Judi Williams-Killackey (JW) <i>Secretary</i>	X	<i>Terry Berres (TB)</i>	X	Mike Karolewicz (MK)	X
Judy Mueller (JM) <i>School District Administrator</i>	X	Annemarie Vitas- Oklobdzija (AV)	Excused	Ald. Kristen Wilhelm (KW) <i>Aldermanic Representative</i>	X

ALSO ATTENDED: Jennifer Loeffel (JL), Library Director

CALL TO ORDER: MI called the meeting to order at 6:00 pm

VISITORS: None

PUBLIC COMMENT: None.

APPROVAL OF THE MINUTES FROM THE OCTOBER 26, 2020 MEETING OF THE BOARD OF TRUSTEES: AA moved to approve the minutes of the October 26, 2020 Meeting of the Board of Trustees; RB seconded. Motion carried.

FINANCE COMMITTEE:

- A. Approval of Vouchers and Invoices: MK moved to approve vouchers in the amount of \$27,445.71; MI seconded. Motion carried.
- B. AA gave Treasurer’s Report indicating generally on track for year regarding expenses. Expenses are normal for other funds. Ebooks budgeted in Fund 16 have been moved to Fund 15 in 2021’s budget.

BUSINESS:

- A. **Adoption of the 2021 Auxiliary Library Budget:** Discussed expenses and revenues for Fund 16 in 2021 and created proposed budget. MI moved to adopt the 2021 Auxiliary Library Budget (Fund 16) with \$47,500 of Revenues and \$35,500 of Operating Expenditures and \$12,000 of Capital Expenditures; AA seconded. Motion carried.
- B. **Discussion and Possible Action Relating to 2021 Master Calendar Review:** Discussed whether potential changes necessary to calendar. The Board decided not to add anything to the Master Calendar, but potentially would need to schedule some ad hoc matters that are not on the calendar.
- C. **Update and Discussion Regarding Current Library Operations:** Discussed decreased hours and information provided by Courtney Day from Health Department on ways to reduce risks, including considering cohorts and changing processes in backroom operations. Cohort scheduling will start next Monday. The Board discussed possible safety measures, including additional PPE measures. The Board also discussed the need to keep the library open for the public.
- D. **Update and Discussion Regarding AV System Upgrade.** Phil from ProAudio was on site on November 23 and hopes to provide library with more info by December 4 of what needs to be accomplished. Discussed with Pro Audio goals for system. Pro Audio tested the equipment to see what does not need to be replaced. They took blueprints of the Fadow Room for planning purposes.

UPDATE ON PAST OR UPCOMING COUNCIL ACTIONS RELATING TO THE LIBRARY – K. WILHELM: Budget passed for 2021.

UPDATE ON FRANKLIN PUBLIC SCHOOLS MATTERS RELATING TO THE LIBRARY—J. MUELLER: No updates relating to the library. No increased taxes relating to school. Virtual learning has been continuing.

REPORT OF THE PERSONNEL COMMITTEE: Met on November 16, 2020. Board and staff will receive sometime this week evaluations for Director. Have asked Jennifer to provide summary of year with input as to objectives for year. Committee made some minor changes to form soliciting input. Personnel Committee is considering reviewing job descriptions to ensure up-to-date.

REPORT OF THE PRESIDENT: Have worked with Jennifer regarding staffing issues and operational issues regarding hours. Trying to create long term plan for hours of operation because most likely will be long term issue.

REPORT OF THE DIRECTOR: Did have snafu with circulator pump so needed to move some equipment but has been installed. Budget passed and have been working with Health Department. Have tried to create instruction sheets for patrons to try to limit contact when patrons are engaging in activities like faxing and printing. Will have Christmas with Santa program with a number of changes. Will need to register families (anticipate approximately 36 families). The program is not coordinated with the Franklin Historical Society because they were not sure at time. We are asking families to make ornaments for trees outside. Five libraries are closing to curbside only. Have had some additional budgetary resources in Milwaukee devoted to materials.

UPCOMING BOARD MEETINGS: December 21, 2020

Adjourn: MK moved to adjourn the meeting at 6:58 p.m.; AA seconded. Motion carried.