

**Franklin Public Library
Library Board Meeting
December 27, 2021
Minutes—Approved January 24, 2022
ATTENDANCE:**

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

ALSO ATTENDED: Jennifer Loeffel (JL), Library Director

I. CALL TO ORDER: MI called the meeting to order at 6:01pm.

II. VISITORS: None

III. PUBLIC COMMENT: None.

IV. CORRESPONDENCE/ACKNOWLEDGEMENT OF DONATION: The library was given a \$1,000 donation for the Chair Yoga Program.

V. APPROVAL OF THE MINUTES FROM THE NOVEMBER 22, 2021 MEETING OF THE BOARD OF TRUSTEES: AA moved to approve the minutes of the November 22, 2021 Meeting of the Board of Trustees; MK seconded. Motion carried.

VI. FINANCE COMMITTEE:

A. Approval of Vouchers and Invoices:

i. TB moved to approve vouchers and invoices for Fund 15 for the amount of \$28,766.58. MI seconded. Motion carried.

ii. TB moved to approve vouchers and invoices for Fund 16 for the amount of \$5,594.42. MK seconded. Motion carried.

B. AA gave Treasurer’s Report. Both Fund 15 and Fund 16 are on track for the year.

VII. BUSINESS:

a. FPL 2022 Master Calendar: AA moved to accept the proposed FPL 2022 Master Calendar of Holidays, Closed Days, Half Days, and Board Meetings. TB seconded. Motion carried.

b. Director Evaluation and Discussion of Compensation of the Library Director:

i. MI moved that the Board enter closed session pursuant to Wisconsin Statute Section 19.85 (1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The committee will then reconvene into open session to continue the agenda and take action on topics discussed in closed session. TB seconded. Board entered closed session at 6:26pm through roll call vote. At 7:05pm MI moved that the Board come out of closed session. JM seconded. Roll call vote was taken to come out of closed session.

ii. Evaluation and compensation of Library Director: MK moved to accept the City approved pay raise and Market Value Increase for JL for 2022. AA seconded. Motion carried.

c. Date for Library Board Retreat: January 15th was set as a tentative date; JL will confirm with all Board members.

d. Weekend Maintenance Position: JL presented options for the weekend maintenance position as possible personnel cost savings. Board recommended to retain the position as it currently stands at this time.

e. Policy review:

i. Credit Card Use Policy and Agreement: AA moved to approve the Credit Card Use Policy and Agreement Form with the discussed changes. MK seconded. Motion carried.

VIII. UPDATE ON PAST OR UPCOMING COUNCIL ACTIONS RELATING TO THE LIBRARY: KW reported that Bryan Tomczak is the new Director of Finance and Treasury for the City of Franklin, replacing Paul Rotzenberg.

IX. UPDATE ON FRANKLIN PUBLIC SCHOOLS MATTERS RELATING TO THE LIBRARY: Students are on break this week.

X. REPORT OF THE PRESIDENT: No report.

XI. REPORT OF THE PERSONNEL COMMITTEE: JL submitted a revised job description to the Personnel Committee. It will be reviewed at the January 3rd Personnel Committee meeting and presented to the Board for approval at the January Board meeting.

XII. REPORT OF THE DIRECTOR:

- a. Monthly Activity report given.
- b. FPL@ a Glance Statistics Report given.

XIII. REPORT OF THE FRANKLIN PUBLIC LIBRARY FOUNDATION: The December 4th Bake Sale raised over \$2,000. The year-end fundraising letter has had a good response. The next Foundation meeting is January 10th, 2022.

XIV. UPCOMING BOARD MEETINGS:

- a. Personnel Committee Meeting: January 3rd, 2022 5:00pm in Sievert Conference Room and via Zoom.
- b. Regular Library Board of Trustees Meeting: January 24th, 2022 at 6:00pm in Fadrow Meeting Room.

XV. ADJOURN: MK moved to adjourn the meeting at 7:54pm. AA seconded. Motion carried.

Respectfully submitted, Maria Imp, acting Library Board Secretary