



ATTENDANCE:

| Name | Attended | Name | Attended | Name | Attended |
|---|----------|---|----------|---|----------|
| Maria Imp (MI) <i>President</i> | X | Reivian Berrios (RB) <i>Vice-President</i> | Absent | Alan Aleksandrowicz (AA) <i>Treasurer</i> | X |
| Judi Williams-Killackey (JW) <i>Secretary</i> | X | Terry Berres (TB) | X | Mike Karolewicz (MK) | X |
| Judy Mueller (JM) <i>School District Administrator</i> | X | Annemarie Vitas-Oklobdzija (AV) | X | 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 6:03 pm

VISITORS: None

PUBLIC COMMENT: None.

Correspondence/Acknowledgement of Donations: None

Approval of the Minutes from the Regular Meeting of the Board of Trustees on February 22, 2021: MK moved to approve minutes with no changes and AA seconded. Motion carried.

Finance Committee – A. Aleksandrowicz

- a. **Approval of Vouchers and Invoices:** AA reviewed. Some expenses might be reimbursed as COVID-related expenses. AA moved to approve \$14,315.36 in invoices and TB seconded; motion carried.
- b. **Treasurer’s Report:** Fund 15 expenses at 18.32% but not concerned because some annual expenses have been paid. Fund 16 expenses at 16.1%, revenues less than expected but not concerned. WaterStone Bank - No payments out of the ordinary. Interest is about \$20 because promotional rate has expired. There were a few more expenditures for Great Decisions from the checking, but these will be reimbursed by the Franklin Public Library Foundation. Amount of revenue on copiers is in excess of cost. Credit Card is in line with prior usage.

Business:

- a. **Discussion and Approval of Finance Committee Recommendation Regarding Future Management of Fund 16:** Committee has discussed management of Fund and the time it takes. Also concerned about not losing oversight. Finance Committee met last week and also spoke with Paul Rotzenberg. Paul indicated the City could take over some administration. The City is in favor of doing so and the library should see a more beneficial rate. Paul also recommended that two employees approve payments in computer system. Moving to the City would reduce review of spreadsheets. Based on its research, the Finance Committee is recommending moving funds to City for administration. AA moved that the funds in Fund 16 be moved to the City Finance Department from Waterstone Bank for administration and that the City Finance Department manage the funds using the same process as is used for Fund 15; MI seconded. Motion carried.
- b. **Discussion of Review of Potential Policy Updates:** Some policies have not been updated since early 2000's. MI suggested that the policies be reviewed on a regular basis. There are seven policies older

than 5 years. Three of them need to be redone (Public Relations, Internet Use, Public Display and Literature). JL will work with City Attorney to revise and hope to have two ready next month and will work on remainder rest of year. Some libraries do have policy committees, but JL does not think a committee is necessary. Master Calendar indicates policies should be reviewed in March of each year. JM suggested listing by age and then reviewing those older than 5 years. If policy not changing Board should reaffirm and update date reviewed. MK requested that JL identify the policies that she intends to work on and potential finalization.

Update on Past or Upcoming Council Actions Relating to the Library – K. Wilhelm - Nothing to report.

Update on Franklin Public Schools Matters Relating to the Library – J. Mueller - WSDLC dashboard. Overdrive is vendor. Shows schools books that students are reading statewide.

Report of the Personnel Committee – R. Berrios - Nothing to report.

Report of the President – M. Imp - Reminded Board Members that City of Franklin requires Financial Disclosure Statement. JM mentioned she has not received one. JL will look into it and let her know if she needs to fill one out.

Report of the Library Director – J. Loeffel

- a. **Monthly Activity of Library Director & Library** - Have added online registration for library cards. Library should be able to return to normal operations within next month. Almost all staff have been vaccinated. Advertising for library intern. Have met with City regarding capital improvements and making requests for funds and will work with Building & Grounds committee regarding requests. All doors that needed addressing should be repaired and/or fixed in next few weeks. Ending up using \$14,799 from Fund Balance in 2019 and are continuing to track COVID expenses. Library is exploring passes for various local attractions that can be checked out. Librarians are working on changes in reorganization. Working with MCFLS and new network administrator. Continue to work on establishing partnerships and creating world language collection area. The last Great Decisions program is this Wednesday, March 24, at 6:30pm.
- b. **FPL @ a Glance Statistics Report** - Added marketing awareness statistics.

Report of the Franklin Public Library Foundation – J. Loeffel & A. Vitas-Oklobdzija - Foundation finally got confirmation of 509 public charity status so that donors can be more confident of the tax deduction benefits.

Report on COLAND Meeting – T. Berres - continuing to work on committee work.

Upcoming Library Board Meetings: Regular Trustees Meeting: Monday, April 26, 2021 at 6:00 p.m., Fadrow Meeting Room and via Zoom

Adjourn - AV moved to adjourn; AA seconded. Motion carried.

Respectfully Submitted - JWK