

Franklin Public Library  
 Library Board Meeting  
 November 28, 2022  
 Minutes—Approved December 19, 2022



**ATTENDANCE:**

Name	Attended	Name	Attended	Name	Attended
Maria Imp (MI) <i>President</i>	X	Doris Weber (DW)	X	Alan Aleksandrowicz (AA) <i>Treasurer</i>	X
Judi Williams-Killackey (JW)	Excused	Terry Berres (TB)	X	Mike Karolewicz (MK) <i>Vice President</i>	X
Annalee Bennin (AB) <i>School District Administrator</i>	Excused	Annemarie Vitas- Oklobdzija (AV) <i>Secretary</i>	X	Ald. Kristen Wilhelm (KW) <i>Aldermanic Representative</i>	X

**Also Attending:** Jennifer Loeffel (JL), Library Director

**Call to Order:** MI performed roll call at 6:00 p.m.

**Public Comment:** None.

**Approval of the Minutes for the October 24, 2022 Meeting of the Library Board of Trustees:** MK moved to approve the minutes with the date of meeting to be changed to October 24, 2022, and to add that the Franklin Public Library Foundation is a nonprofit listed on Amazon Smile under the Foundation report; AA seconded. Motion carried.

**Approval of Vouchers and Invoices –** AV moved to approve \$19,320.74 in vouchers and invoices for Fund 15; MI seconded. Motion carried. MI moved to approve \$3,951.45 in vouchers and invoices for Fund 16; MK seconded. Motion carried.

**Treasurer’s Report –** Alan went over the spreadsheet for Funds 15 and 16. The October budget represents 83.29% of the year. Fund 15 total revenue is at 95.95% and expenditures are at 77.80%. Fund 16 total revenue is at 91.46% of the budget and total expenditures are at 78.93%. Total for all funds shows Fund Balance at year end is running better than budget as of October. Cash register report was as expected.

**Finance Committee Report –** Alan gave a summary of the Finance Committee meeting and discussed the flow chart he created for the Fund Balance. The Finance Committee made a recommendation the Library Board develop its own policy regarding the fund balance.

**Business:**

- a. **Master Calendar Review and Discussion:** The Library Board discussed there are still some changes that need to be made.
- b. **Approval of Holidays and Special Days Closings Schedule for the Upcoming Year:** AA moved to approve as written, DW seconded. Motion passed.
- c. **Discussion of Library Director Evaluations, 2022 Accomplishments, and Goals for 2023**
  - i. MI moved that the Library 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. Board entered closed session at 6:54pm through roll call vote.

At 7:45pm, MI moved that the board come out of closed session. AA seconded. Roll call vote was taken to come out of closed session.

ii. KW moved to approve increase in compensation for the position of executive director of the library, DW seconded. Motion was withdrawn. KW motioned to table compensation action until the percentage is defined, MI seconded. Motion passed.

d. **Bylaws Review:** Tabled

**Update on Past or Upcoming Council Actions Relating to the Library** – KW stated the Common Council adopted the 2023 Budget.

**Update on Franklin Public Schools Matters Relating to the Library** – None

**Report of the President** –MI had nothing additional to report.

**Report of the Library Director:** 14 applications were received for the position of Library Assistant. A couple of them have significant MCFLS library and Sierra experience. The two backflow preventers were inspected. They both failed inspection. One of them had to be replaced, the other was decommissioned. Theft of new DVDs continues. JL has ordered some inexpensive cameras to bridge the gap until the City is ready to move forward with a security project. JL discussed purchasing a Christmas tree for the library. The librarians are waiting to be trained on the materials lockers. Keri and Briony are going to the LibLearnX Conference in New Orleans in late January. FPL has received a grant that will cover much of the expense. Keri and Briony will present on what they learned at the February Library Board meeting. JL went over the monthly report. October circulation was a little bit down from the previous year. However, many categories are seeing positive growth.

**Report of the Franklin Public Library Foundation:** The Foundation is holding a bake sale to coincide with the Christmas Parade. Baked goods are still needed. The Calendar Raffle is going live on Wednesday, November 30.

**Upcoming Library Board Meetings:** The next regular meeting of the Library Board will be Monday, December 19 at 6:00pm in the Fadrow Room. AV will not be able to attend. Maria will reach out to JW to see if she can do the minutes.

**Report on Coland:** Tabled.

**Adjournment:** AV moved to adjourn at 8:02pm; MK seconded. Motion passed.

Respectfully submitted, Annemarie Vitas-Oklobdzija, Library Board Secretary