

Franklin Public Library
 Building & Grounds Committee Meeting
 July 18, 2023
 Approved: May 14, 2024



ATTENDANCE:

Name	Attended	Name	Attended	Name	Attended
Annie Vitas-Oklobdzija	X	Annalee Bennin	X	Michelle Eichmann	Excused absent

ALSO ATTENDED: J. Loeffel, Library Director; K. Whitmore, Assistant Library Director; Cooper Prindl, Assistant City Attorney

- I. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order by J. Loeffel at 2:10 p.m.
- II. **VISITORS:** None
- III. **PUBLIC COMMENT:** None
- IV. **APPROVAL OF THE MINUTES:**
 - a. A. Vitas-Oklobdzija made a motion to approve the minutes from the April 6, 2023 Building & Grounds Committee meeting. A. Bennin seconded. Motion carried.
- V. **BUSINESS:**
 - a. **Discussion Regarding Soliciting on Library Grounds Policy with Assistant City Attorney Cooper Prindl:** The Committee reviewed the Soliciting on Library Property Policy with C. Prindl. He agreed with the Library Board’s opinion that Section 2 (Solicitations by staff members) can be removed. As far as the distance, he stated that can be whatever the Library Board determines as long as it is reasonable. The Committee and C. Prindl also made a few other verbiage changes to provide clarification. The policy is ready to go back to the Library Board for final approval.
 - b. **Review and Recommendation of Regarding 2024-2026 Capital Improvement Expenditures for Franklin Public Library:** The Committee reviewed the Capital Improvement spreadsheet. The Committee determined some new priorities such as moving carpeting and patio fixes up to 2024 and delaying the replacement of the self-check computers until 2025 after getting the opinion of the City’s IT Director, Jim Matelski regarding the end of life for Windows 10. Also, the Committee asked J. Loeffel to review all the numbers on the spreadsheet in light of inflation since many of the numbers were calculated during the pandemic.
 - c. **Update on the Building Cleaning and Maintenance Checklist:** The Committee reviewed the checklist and noted many items were completed.
- VI. **ADJOURNMENT:** A. Vitas-Oklobdzija motioned; A. Bennin seconded. Motion carried. Meeting ended at 3:03 p.m.

Respectfully submitted, Jennifer Loeffel, Library Director