

**Minutes of the Franklin Public Library Board of Trustees Regular Meeting, held in the Franklin Public Library Sievert Conference Room, 9151 W. Loomis Rd. Franklin, WI on Monday, December 18, 2017**

Meeting called to order by President, Mike Karolewicz at 6:06 p.m.

**Roll Call:** Present – Karen Wesener, Mike Karolewicz, Tom Loew, Judith Williams-Killackey, Alderperson Kristen Wilhelm, Terry Berres, Library Director – Jennifer Loeffel, Bob Donohoo (arrived at 6:31.) Excused – Annie Oklobdzija, Judy Mueller.

**Public Comment/Visitors:** none

**Correspondence:** none

**Approval of Minutes from regular meeting of November 27, 2017:** Motion by Tom, second by Terry to approve minutes. Motion approved.

**COMMITTEE REPORTS:**

**Finance** – Motion by Tom, second by Karen to approve expenses in the amount of \$8,749.91 (fund 15) and \$9,767.17 (fund 16.) Motion approved.

**City Matters** – Kristen W. reported she had spoken with P. Rotzenberger regarding making changes to the financial reports and ability to move money between funds 15 and 16. She also confirmed that the Board Treasurer is covered under the city bonding policy.

**President** – none

**Director** – Attachment D. E-circulation is up for the year. Due to the due date of the bill, we need the ability to pay the BMO Harris credit card prior to Board approval. A policy will be drafted regarding this and presented for review at the January meeting. Will invite Council members to the Library for 1:1 visits. Discussed strategic planning using WiLS. Jennifer will research the value other Libraries have received from using this service. She will also check with the UW-Extension for possible resources.

**Foundation** – Next meeting is January 8.

**Building and Grounds** – none.

**Personnel** – Bylaws review will be done at the January meeting. Bob D. stated this is not a Personnel Committee matter.

**Business:**

- Assistant Director – Motion by Bob, second by Judy K. to offer an annual salary of \$60,099. Motion approved.
- LED lighting – discussed replacement of existing lighting with LED fixtures.
- 2018 Holiday and special hours schedule – attachment H. Motion by Bob, second by Karen to adopt the schedule as presented. Further, the President of the Board, in response to a specific circumstance, may make a change to the 2018 Holiday and Special Hours Schedule when it is not reasonably practical to have the Board of Trustees make such a change. Motion approved.
- 2018 Board of Trustees meeting schedule – attachment I.

**Next regular Trustee meeting is Monday, January 22, 2018, 6:00 p.m. in Sievert Room.**

**Motion by Bob, second by Judy K. to adjourn the meeting. Motion approved. Adjourned at 7:28 p.m.**