

Franklin Public Library
Building & Grounds Committee Meeting
May 11, 2020
Minutes—Approved July 9, 2020



ATTENDANCE:

Name	Attended	Name	Attended	Name	Attended
Annie Vitas-Oklobdzija (AV)	X	Judy Mueller (JM)	X	Kristen Wilhelm (KW)	X

ALSO ATTENDED: Jennifer Loeffel (JL), Library Director; Bob Tesch, Buildings Maintenance Supervisor

CALL TO ORDER: The meeting was called to order by JL at 11:03 a.m.

BUSINESS:

a. Review and Recommendation to the Library Board Regarding A/C Repairs: JM made a motion to recommend the quote by J.M. Brennan be sent to the Library Board for approval. KW seconded. Motion carried.

b. Review and Recommendation to the Library Board Regarding Carpet Cleaning Quotes: KW made a motion to recommend the Library Board consider the carpet cleaning to be done by Cintas or Adelman, based on a forthcoming quote by Adelman. AV seconded. Motion carried.

c. Update from Library Director Regarding Building Maintenance Checklist: The Committee reviewed the updated Building Maintenance Checklist. JL will work on filming a virtual tour of the library to show the Library Board all the items that have been done while closed.

ADJOURNMENT: Meeting was adjourned at 11:53 a.m.

Respectfully submitted, Jennifer Loeffel, Library Director