



Name	Attended	Name	Attended	Name	Attended
Maria Imp (MI) <i>President</i>	X	Reivian Berrios (RB) <i>Vice-President</i>	X	Alan Aleksandrowicz (AA) <i>Treasurer</i>	X
Judi Williams-Killackey (JW) <i>Secretary</i>	X	Terry Berres (TB)	X	Mike Karolewicz (MK)	Excused
Judy Mueller (JM) <i>School District Administrator</i>	X	Annemarie Vitas- Oklobdzija (AV)	Excused	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 6:00 pm

**VISITORS:** None

**PUBLIC COMMENT:** None.

**APPROVAL OF THE MINUTES FROM THE NOVEMBER 23, 2020 MEETING OF THE BOARD OF TRUSTEES:** AA moved to approve; RB seconded. Motion carried.

**FINANCE COMMITTEE:**

- A. **Approval of Vouchers and Invoices:** AA reviewed and did not see any issues. TB moved to approve the vouchers and invoices in the amount of \$23,719.28; KW seconded. Motion carried.
- B. AA gave Treasurer’s Report. For Fund 15, expenses below what anticipated for this time of year. Fund 16, revenue slightly behind budget due to COVID issues. AA explained credit card expenses; nothing unusual.

**BUSINESS:**

- A. **Discussion and Action Regarding the 2021 Holiday and Special Closings Calendar:** JL confirmed July 4 date. It is possible that hours may need to be adjusted for COVID-related reasons. JM moved to adopt proposed calendar in board packet; AA seconded. Motion carried.
- B. **Discussion and Action Regarding the 2021 Board of Trustees Meetings Calendar:** Discussed potential dates and conflicts, including for December meeting. AA moved to adopt proposed meetings calendar in board packet; RB seconded. Motion carried.
- C. **Discussion and Action Regarding Proposed Changes to the Shelver Pay Rate Schedule and Creation of a Pay Rate Schedule for Library Clerks and Increase in Salary for Library Clerk Position:** The Library Assistant has retired and this position will not be replaced. Proposal is to add an afternoon clerk instead, but have received recommendation from city to increase wages in order to be competitive with local employers. The retirement of the Library Assistant has freed up funds to do so without affecting budget. Board does not need approval from city to increase rate because currently paying below city’s approved rate. Discussed rate, including comparison to other libraries and potential effect on budget. As compared to other libraries, Library Assistants are paid higher in general, but Library Clerk is comparable and Shelves rate is lower. The Board discussed proposed step schedule to increase salary at faster rate. Shelves have moved to Clerk positions and believe more likely to retain by encouraging higher rates. RB moved to adopt schedule set forth on page 14 of board packet:

<b>New Hire</b>	<b>6 Month Step</b>	<b>1 Yr Step</b>	<b>2 Yr Step</b>	<b>3 Yr Step</b>
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**Shelver**

\$9.00                      \$9.75                      \$10.30                      \$10.88                      \$11.43

**Library Clerk**

\$13.50                      \$14.25                      \$14.83                      \$15.42                      \$16.00

AA seconded; Motion carried.

- D. **Discussion and Action Regarding Proposed Increase in Salary for Library Clerk Position:** Discussed need to adjust current rate of \$13.5119/hour for individual currently in Library Clerk position so will be comparable to new rate schedule proposed for future Library Clerks. MI moved to increase current Library Clerk position hourly wage to \$15.4200/hour to match years of service under new schedule starting January 1, 2021; RB seconded. Motion carried.
- E. **Discussion on Library Board Planning Retreat in January:** Discussed possible dates; consensus was to schedule for January 16 before Board meeting in January. Tentatively scheduled for January 16, 2021. Discussed start time and plan to start at 9am.

**Update on Past or Upcoming Council Actions Relating to the Library – K. Wilhelm:** No action regarding library.

**Update on Franklin Public Schools Matters Relating to the Library – J. Mueller.** Students have checked out over 32,000 books and over 17,000 ebooks.

**Report of the Building & Grounds Committee -** No meeting

**Report of the Personnel Committee – R. Berrios -** Have received self-evaluation; 5 out of 9 director evaluations and 12 out of 19 staff member evaluations. Committee is requesting that board members who have not completed do so by January 4. Reminders will be sent out with forms, but spam folders should be checked.

**Report of the President – M. Imp -** MI worked with JL on pay scale changes.

**Report of the Library Director – J. Loeffel**

**Monthly Activity of Library Director & Library:**

- A. With regard to COVID measures, library did institute cohort schedules, but so far no issues and employees seem to understand reason for action. In addition, all countertop barriers have been installed. A Library Assistant has retired. With regard to the building, maintenance budget is problem and the library is having further issues with panic button. Bob Tesch is continuing to work on issue. In addition, parts for the front handicap accessibility door are on order and the Fadrow door needs to be fixed. Annual report is displayed at City Hall. The Santa program was positively received and the Eagle Scout project is still continuing to be worked on. The library is still reporting issues with Blu-ray and DVD theft. In terms of programming, there will be a new reading program for winter and Great Decisions will be held virtually in February. The library is considering in person meetings for March for this series.
- B. **FPL @ a Glance Statistics Report:** Circulation is still down, but we are the number 2 circulating library in system for November.

**Report of the Franklin Public Library Foundation – J. Loeffel** - The Foundation sent end of year letters out. The Foundation is sponsoring Great Decisions. The Foundation is looking for a new board member who uses library and is savvy with fundraising.

**Report on COLAND Activity – T. Berres** - Mostly have been addressing internal issues. Next meeting in January.

**Upcoming Library Board Meetings:** Regular Trustees Meeting: Monday, January 25, 2021 at 6:00 p.m., location TBD

**Adjourn:** KW moved to adjourn the meeting at 6:54 p.m.; AA seconded. Motion carried.

Respectfully submitted, JWK, Library Board Secretary