

Franklin Public Library  
Building & Grounds Committee Meeting  
October 25, 2021  
Approved: April 6, 2023



**ATTENDANCE:**

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

**CALL TO ORDER:** The meeting was called to order by JM at 5:00 p.m.

**APPROVAL OF THE MINUTES:**

- a. AV made a motion to approve the minutes from the July 15, 2021 Building & Grounds Committee meeting. JM seconded. Motion carried.

**BUSINESS:**

- a. **Discussion and Creation of Updated Building Maintenance Checklist**

The Committee reviewed the previous Building Maintenance Checklist that was created and noted many of the items have been completed. They updated the Building Maintenance Checklist and added new items to be addressed.

**ADJOURNMENT:** JM made a motion to adjourn; AV seconded. Motion carried. Meeting ended at 5:50 p.m.

Respectfully submitted, Jennifer Loeffel, Library Director