

Franklin Public Library  
 Library Board Meeting  
 November 22, 2021  
 Minutes—Approved December 27, 2021  
 ATTENDANCE:



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 <i>(JW) Secretary</i>	X	Terry Berres (TB)	X	Mike Karolewicz (MK)	X
Judy Mueller (JM) <i>School District Administrator</i>	X	Annemarie Vitas- Oklobdzija (AV)	X	Ald. Kristen Wilhelm (KW) <i>Aldermanic Representative</i>	X

- I. Call to Order – M. Imp 6:00. Performed roll call. MK arrived at 6:02.
- II. Visitors - None
- III. Public Comment (no action may be taken on issues raised unless otherwise on the agenda) – None
- IV. Correspondence/Acknowledgement of Donations – Acknowledged events of yesterday.
  - a. AmVets Post 60 Thank You Letter - sent for Veteran's day program.
- V. Approval of the Minutes from the October 25, 2021 Meeting of the Library Board of Trustees: AV moved to approve; RB seconded. Motion carried.
- VI. Finance Committee – A. Aleksandrowicz
  - a. Approval of Vouchers and Invoices
    - i. Fund 15 AV moved to approve invoices in amount of \$30,132.20. Large portion of bill is for AV upgrades; MK seconded. Motion carried.
    - ii. Fund 16 AV moved to approve invoices in amount of \$ 3276.35; MI Seconded. Motion carried. \$795 incurred for ad for Southwest Chamber, which the library does every other year. Renewed Discovery World pass. Otherwise, normal expenses.
  - b. Treasurer's Report – Fund 15 nothing too unusual. 83.29% of budget, expenditures 80.51%. Did receive additional \$10,000 for landfill operations. Lost money on investments. Janitorial supplies are over because of additional cleaning. Fund 16 total revenue 95%, expenditures 79%.
- VII. Business:
  - a. Adoption of the 2022 Mayor's Recommended Budget for Fund 15: Already adopted by city. MI moved that the Library Board adopt the Library Budget (Fund 15) with \$1,413,325 of Revenues, \$1,379,399 of Operating Expenses, and Capital Expenditures of \$273,840; AA seconded. Motion carried.
  - b. Adoption of the 2022 Auxiliary Library Budget: RB moved that the Library Board adopt the 2022 Auxiliary Library Budget (Fund 16) with \$52,500 of Revenues and \$37,500 of Operating Expenditures and Capital Expenditures of \$15,000; AA seconded. Motion carried.
  - c. Master Calendar Review and Discussion: City doing increases in January so revised JL's evaluation process back to make sure done by December. Suggested moving process up by two months to begin in August. Director evaluation and objectives will be moved to November. Also discussed timing of budget review meetings.
  - d. Policy Review:
    - i. Virtual Reality Center Policy – Discussed first sentence and reference to access since does not regard accessing of library but use of VR. Discussed removal of references to "some" rights and liabilities and need to make clear that patrons must sign the Agreement. AV moved to revise policy with discussed changes; MK seconded. Motion carried.

- VIII. Update on Past or Upcoming Council Actions Relating to the Library – K. Wilhelm: City passed budget.
- IX. Update on Franklin Public Schools Matters Relating to the Library – J. Mueller: No report.
- X. Report on the Building and Grounds Committee—J. Mueller: Committee did walk through at end of October. Have updated schedule to identify additional items and status of past items. Discussed items on list and priorities.
- XI. Report of the President – M. Imp: Discussed code of conduct City wants Board members to discuss.
- XII. Report of the Personnel Committee—R. Berrios: Discussed timeline for completing evaluation for Library Director. Discussed obtaining feedback on other supervisors.
- XIII. Report of the Library Director – J. Loeffel
  - a. Monthly Activity of Library Director & Library  
Librarians have attended conference. Discussed issues with compressors and boilers. AVI still working on audio. Discussed pass program. Continue to working on reconfiguring library spaces.
  - b. FPL @ a Glance Statistics Report
- XIV. Report of the Franklin Public Library Foundation – J. Loeffel & A. Vitas-Oklobdzija: Bake sale is on December 4.
- XV. Report on COLAND Activity – T. Berres: Had virtual library tour of Lac Court Oreilles Indian Nation. Part of regular library system. Interesting fact was kids doing art on ceiling tiles.
- XVI. Upcoming Library Board Meetings:
  - a. Personnel Committee Meeting: December 13, 2021 at 5pm in Sievert Conference Room and via Zoom
  - b. Regular Library Board of Trustees Meeting: December 27, 2021 at 6pm in Fadow Meeting Room - RB will be gone.
- XVII. Adjourn: AV moved to adjourn at 7:24; MK seconded. Motion carried.