

Franklin Public Library  
 Library Board Meeting  
 July 25, 2022  
 Minutes—Approved August 22, 2022



**ATTENDANCE:**

Name	Attended	Name	Attended	Name	Attended
Maria Imp (MI) <i>President</i>	X	Doris Weber (DW)	X	Alan Aleksandrowicz (AA) <i>Treasurer</i>	X
Judi Williams-Killackey (JW) Secretary	X	Terry Berres (TB)	X	Mike Karolewicz (MK)	X
Annalee Bennin (AB) <i>School District Administrator</i>	X	Annemarie Vitas- Oklobdzija (AV)	X	Ald. Kristen Wilhelm (KW) <i>Aldermanic Representative</i>	X

**Also Attending:** Jennifer Loeffel (JL), Library Director

**Call to Order:** MI performed roll call at 6:00 p.m. No visitors were in attendance.

**Public Comment:** None

**Donations:** \$300 donation from the Franklin Lioness Club

**Approval of the Minutes:** AV moved to approve June 27, 2022 minutes with change of replacing "flood" with "water damage that occurred in children's area" in the report of the library director; MK seconded. Motion carried.

**Finance Committee:**

**a. Approval of Vouchers and Invoices** - AV moved to approve \$23,253.10 in invoices from Fund 15; MI seconded. Motion carried. AV moved to approve \$3,331.26 in invoices from Fund 16; MI seconded. Motion carried.

**b. Treasurer's Report** - AA noted that this report represents 49.59% of the year. Total Revenue is 94.78% of the budget. In Fund 15, Investment Earnings are still concerning. Total Expenditures are 46.23% of the budget. The individual expenditures are as anticipated. In Fund 16, Total Revenue is 53.47% of the budget. These results are stronger than the budgeted amount, led by Donations and Fines. Investment earnings are positive. Total Expenditures are 52.00% of the budget. Software Maintenance (5257) is an annual charge that was incurred this month. Only Office Supplies (5312) at 92.61% of the budget is high. Cash Register Report was perfect again. Credit Card Report was as expected and included the purchase of computer chairs.

**Business:**

**a. Election of Library Board Officer Positions (Action)** - Discussed language in bylaws and agreed current officers could be elected to subsequent terms if nominated. AV nominated MI as President; motion carried. AV nominated MK as Vice President; motion carried. MI nominated AV as secretary; motion carried. MI nominated AA as Treasurer; motion carried.

**b. Discussion of Committee Assignments** - MI appointed AB to Building & Grounds; DW to personnel committee; remaining trustees continue on current committees.

**c. 2022 Action Plan Mid-Year Review** - Have been working on surveys. The staff is still finishing summer reading and expect to exceed goals. Staff has provided programs to Wehr Nature Center, JL is working on a financial planning class and continue to working with community partners. Staff have improved internal communication and have seen increase in usage of CreateSpace and are working on improvements. Staff is still working on meeting room scheduling and have been applying for grants. Continue to work on welcome packets for new residents but there have been some logistical issues. Have also worked on increasing awareness through events

like Milkmen game and have been communicating with City on regular basis and JL continues to mentor Keri. JL is still working on gathering statistics to evaluate library hours. Board discussed security at library.

**d. Bylaws Review** - Article III, Section 6 - AA mentioned in last meeting discussed some issues with duties in section. Article IV, Section 1 - Discussed annual meeting requirements.

**e. Policy Review: Circulation Policy (Action)** - Discussed adding reference to lost and damaged items policy under Fines section. MK moved to revise Circulation Policy as presented with addition of reference to the replacement policy; AB seconded. Motion carried.

**Update on Past or Upcoming Council Actions Relating to the Library:** KW reported the City is still working on Code of Conduct.

**Update on Franklin Public Schools Matters Relating to the Library** – AB reported getting up to speed and learning district.

**Report of the President** – M. Imp. Attended IRS meeting regarding patio. JL will discuss.

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

**a. Monthly Activity of Library Director & Library** - Reviewed report. Will be looking for shelver. Discussed roof repairs and patio. Have transitioned care of Veteran's Memorial. Beginning to work on budget. Discussed COVID-19, materials lockers, copiers and MCFLS catalog changes. Virtual Trustee Training is last week of August.

**b. FPL @ a Glance Statistics Report** - JL reviewed. Good programming numbers and card sign-ups.

**Report of the Franklin Public Library Foundation** – J. Loeffel & A. Vitas-Oklobdzija. Did get sponsor for literary luncheon and continue to work on other sponsorships.

**COLAND Report**—T. Berres - Have abolished standing committees. Last meeting toured Waunakee, which is relatively newer library similar in size to Franklin. Built to include community center and acts as historical society. Do have solar panels and rain garden.

**Upcoming Library Board Meetings:**

**a.** Finance Committee Meeting with Finance Director Denise Gilbert, TBD

**b.** Regular Library Board of Trustees Meeting: August 22, 2022 at 6pm in Fadrow Meeting Room - JW will be absent.

**Adjourn:** AV moved to adjourn at 7:48; MK seconded. Motion carried.

Respectfully Submitted, JW, Library Board Secretary