

**Franklin Public Library
Library Board Meeting
September 26, 2022
Minutes—Approved October 24, 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)	X	Terry Berres (TB)	X	Mike Karolewicz (MK) <i>Vice President</i>	X
Annalee Bennin (AB) <i>School District Administrator</i>	X	Annemarie Vitas- Oklobdzija (AV) <i>Secretary</i>	Excused	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. One visitor, Brian Padol, 8113 South Legend Drive, Franklin, WI, attended the meeting.

Public Comment: None.

Approval of the Minutes for the August 22, 2022 Meeting of the Library Board of Trustees: MK moved to approve the minutes; TB seconded. Motion carried. JW abstained.

Finance Committee - MI moved to approve \$11,947.77 in vouchers and invoices for Fund 15; AB seconded. Motion carried. DW moved to approve \$2,212.54 in vouchers and invoices for Fund 16; MI seconded. Motion carried. AA presented Treasurer's report which represents 66.58% of the year. In Fund 15, Total Revenue is 95.11% of the budget. Total Expenditures are 64.07% of the budget. Some categories are running high (5415 Telephone 93.31%; 5554 Natural Gas 91.63%; 5557 Bldg Maint - 133.32%). This month had large compressor repair (\$12,231) and large furniture expenditure (\$11,401). Believe furniture spending is done for year. Other individual expenditures are as anticipated. In Fund 16, Total Revenue is 79.98% of the budget. These results are stronger than the budgeted amount, led by Donations. Fines were down. Total Expenditures are 66.92% of the budget with some expenditures higher than budget (Office Supplies (5312) at 118.85%; Printing (5313) at 103.76%). Trustees discussed water and sewer category. Cash Register Report had a minor entry error. Credit Card Report was as expected.

Business:

- a. **Discussion of Changes to the Library's Operating Hours (Information/Action):** Reviewed data on usage and hours at other libraries. JL recommended opening earlier and closing 30 minutes early which would not affect budget. Discussed asking other libraries which open earlier if they have patrons at times considering opening.
- b. **Bylaws Review:** Discussed whether strategic planning committee should be listed as standing committee in Article V and determined should not be listed or included. Discussed: (i) adding to Article V, section 3 reference that all committees which have met in the month prior to board meeting shall make a report; (ii) changing usage of "audit" in Article VI, Section 4 to "review", unless the term is legally required; and (iii) adding to Article VII, reference to any other responsibilities or duties assigned by the Board.
 - i. Reviewed Emergency Closing Policy. MK moved to reaffirm policy as presented; AB seconded. Motion carried.

Update on Past or Upcoming Council Actions Relating to the Library – KW reported Budget has been delayed. Discussed need to meet with Finance Committee to discuss budget.

Update on Franklin Public Schools Matters Relating to the Library – AB reported 2,224 ebooks have been checked out and changing model for learning about resources.

Report of the President –MI reported that she will defer to JL on budget and Finance Committee meetings but it will be important to be able to answer questions about budget at meetings. MI visited Colorado library last week and shared core values statement from the library. Master calendar states personnel committee should be meeting and will be occurring shortly.

Report of the Library Director - JL reported that: (i) Library has hired shelveers and school intern is providing services; (ii) have patched parking lot and fixed concrete; (iii) still waiting for materials locker; (iv) need to have drywall repaired from leak; (v) may need budget amendments based on foundation gift for furniture; (vi) proposed budget suggests that the waste management fees are being moved directly into budget, but increase will not be enough to offset personnel expenses; and (viii) Library is hosting trunk or treat. The library had good statistics last month.

Report of the Franklin Public Library Foundation – JL reported have upcoming literary luncheon and foundation is working on other fundraisers - coffee sale; calendar raffle; bake sale.

COLAND Report – TB reported that the bi-monthly meeting was held early September at UWM School of Information Studies. Toured facilities and heard about structure of school, including trends regarding campus experiences and remote learning. Also, discussed problems with broadband access to rural areas.

Upcoming Library Board Meetings: Library Board Personnel Committee Meeting will be held on 9/29 in Sievert Conference Room to review evaluation forms. Next regular Library Board of Trustees Meeting is October 24, 2022 at 6pm in Fadrow Meeting Room.

Adjournment: AA Moved to adjourn at 7:43; MK seconded. Motion carried.

Respectfully submitted, JW.