

Franklin Public Library
Building & Grounds Committee Meeting
April 6, 2023
Approved: July 18, 2023



ATTENDANCE:

| Name | Attended | Name | Attended | Name | Attended |
|------------------------|----------|----------------|----------|-----------------|----------|
| Annie Vitas-Oklobdzija | X | Annalee Bennin | X | Kristen Wilhelm | X |

ALSO ATTENDED: J. Loeffel, Library Director

CALL TO ORDER AND ROLL CALL: The meeting was called to order by J. Loeffel at 2:01 p.m.

APPROVAL OF THE MINUTES:

- a. A. Vitas-Oklobdzija made a motion to approve the minutes from the October 25, 2021 Building & Grounds Committee meeting. K. Wilhelm seconded. Motion carried.

BUSINESS:

- a. **Building Walk-Through:** The Committee performed a walk-through of the interior and exterior of the Library Building.
(2:10 p.m. - J. Loeffel exited the meeting and A. Bennin arrived and joined the walk-through)
- b. **Discussion and Creation of Updated Building Maintenance Checklist:** The Committee will turn over the completed Building and Grounds Survey to J. Loeffel.

ADJOURNMENT: A. Bennin made a motion to adjourn; A. Vitas-Oklobdzija seconded. Motion carried. Meeting ended at 3:16 p.m.

Respectfully submitted, Jennifer Loeffel, Library Director