

**Franklin Public Library  
Library Board Meeting  
October 23, 2023  
Minutes—Approved November 27, 2023**



**ATTENDANCE:**

Name	Attended	Name	Attended	Name	Attended
Maria Imp (MI) <i>President</i>		Doris Weber (DW) <i>Vice-President</i>		Alan Aleksandrowicz (AA) <i>Treasurer</i>	
Annmarie Vitas-Oklobdzia (AV) <i>Secretary</i>	EXCUSED	Terry Berres (TB)		Mike Karolewicz (MK)	EXCUSED
Annalee Bennin (AB) <i>School District Administrator</i>		Judith Williams Killacky (JW)	EXCUSED	Michelle Eichmann (ME) <i>Aldermanic Representative</i>	ABSENT

**ALSO ATTENDED:** Jennifer Loeffel (JL), Library Director

**VISITORS:** Brian Van Klooster, Greendale Public Library Director

**I. CALL TO ORDER:** MI called meeting to order at 6:00pm and performed roll call attendance. MI appointed herself secretary for this meeting.

**II. Public Comment/Visitors:** None

**III. Approval of Minutes:** DW moved to approve minutes from the September 25<sup>th</sup>, 2023 Regular Meeting of the Library Board of Trustees. AA seconded. Motion carried.

**IV. Finance Committee:**

- a. Approval of Vouchers and Invoices
  - i. TB moved to approve Fund 15 vouchers and invoices for \$17,521.34. MI seconded. Motion carried.
  - ii. TB moved to approve Fund 16 vouchers and invoices for \$2,749.40. DW seconded. Motion carried.
- b. Treasurer’s Report given by AA. Accounts are on track; expenditures are as anticipated; cash register report was perfect.

**V. New Business:**

- a. Adoption of the 2024 Mayor’s Recommended Budget for Fund 15: AB moved that the Library Board adopt the 2024 Library Proposed Budget (Fund 15) with \$1,535,304 of Revenues, \$1,512,253 of Operating Expenditures, and Capital Expenditures of \$163,481. AA seconded. Motion carried.
- b. Adoption of the 2024 Auxiliary Library Budget: AB moved that the Library Board adopt the 2024 Auxiliary Library Proposed Budget (Fund 16) with \$62,800 of Revenues, \$47,800 of Operating Expenditures, and Capital Expenditures of \$15,000. AA seconded. Motion carried.
- c. Discussion and Reaffirmation of Library Director’s Job Description: DW moved to reaffirm the Library Director’s Job Description. MI seconded. Motion carried.
- d. Discussion and Approval of Revision of Adult Services Librarian/Assistant Director Job Description: DW moved to approve the revision to the Adult Services/Assistant Director job description. TB seconded. Motion carried.
- e. Discussion and Approval of Revision to Circulation Supervisor Job Description and Change of Position Title to Circulation Manager: AB moved to approve the revision to the Circulation Supervisor Job Description and Change of Position Title to Circulation Manager with wording change from “book stacks” to “book shelves” under Essential Duties and Responsibilities. DW seconded. Motion carried.
- f. Q3 Action Plan Update: JL and Library Staff made great progress during Q3 on the Action Plan.

**VI. Old Business:**

- a. Approval of Privacy Policy: Jim Matelski (City of Franklin IT Director) reviewed the policy and made slight changes and additions. DW moved to accept the revised Privacy Policy. AA seconded. Motion carried.

**VII. Update on Past or Upcoming Council Actions Relating to the Library – none**

**VIII. Update on Franklin Public Schools Matters Relating to the Library –** Professional Development Day is upcoming. AB shared with Jill Polglaze that there are resources available at FPL for families whose first language is not English.

**IX. Report of the President:** MI reported that she attended the Finance Committee Meeting with Keri Whitmore, Assistant Library Director, and Alan Aleksandrowicz, Treasurer. The Finance and City Staff were supportive of the library. Director Evaluations will be sent out to the Board and Staff at the beginning of November.

**X. Report of the Library Director –** JL gave updates on the library including the completion of the security project and discussions with the cleaning service.

**XI. Report of the Franklin Public Library Foundation –** The literary luncheon was successful.

**XII. Upcoming Library Board Meetings:**

- a. Personnel Committee Meeting: November 27<sup>th</sup>, 2023 at 5pm in Sievert Conference Room.
- b. Regular Library Board of Trustees Meeting: November 27<sup>th</sup>, 2023 at 6:00 in Sievert Conference Room.

**XIII. Adjourn:** DW moved to adjourn the meeting at 7:11pm. AA seconded. Motion carried.

Respectfully submitted, Maria Imp, acting Library Board Secretary