



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

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

- a. MK moved to approve minutes from the December 18th, 2023 Regular Meeting of the Library Board of Trustees. DW seconded. Motion carried.
- b. MI motioned to table the approval of the minutes from the January 20<sup>th</sup>, 2024 Special Meeting of the Library Board of Trustees. DW seconded. Motion carried.

**IV. Finance Committee:**

- a. Approval of Vouchers and Invoices
  - i. DW moved to approve Fund 15 vouchers and invoices for \$15,083.62. MK seconded. Motion carried.
  - ii. MI moved to approve Fund 16 vouchers and invoices for \$5,960.02. MK seconded. Motion carried.
- b. Treasurer’s Report given by AA. Expenditures in December were as expected. In 2023 our fund balance was reduced by \$32,700 if there are no other postings. Cash register report was perfect.

**V. New Business:**

- a. Review and Possible Action on Letter to the City of Franklin Personnel Committee, Common Council, and Administration Regarding Change in Human Resources Staff Responsibilities. DW moved to approve the letter as written with the addition of “Personnel Committee Members” in the heading; AA seconded. Motion carried. ME recommended JL and/or Board members get on the agenda of the next Council meeting to present to Council in addition to the Personnel Committee at their next meeting.
- b. Approval of the 2024 Strategic Plan – Action Plan. MI moved to approve the 2024 Action Plan as presented by JL; DW seconded. Motion carried.
- c. Discussion and Possible Action Regarding Strategic Planning Process. JL is in contact with Rachel Arndt to help with the FPL 2025-2029 Strategic Action Plan. JL and Board will create a Strategic Plan Committee by the February 2024 Library Board Meeting.
- d. Approval of Budget Amendment to the 2024 Library Budget, Amending Fund 15 G.L. #15.0000.4458 Library Reciprocal Borrowing from \$52,604 to \$59,558. AA motioned; MK seconded.
  - i. Assistant Director and Circulation Manager Evaluation and Compensation. MI moved that the Board enter closed session pursuant to Wisconsin Statute Section 19.85 (1)(c) to consider employment, promotion, compensation or performance evaluation of the Assistant Library Director and Circulation Manager which the Board has jurisdiction or exercises responsibility. The Board will then reconvene into open session to continue the agenda and take action on topics discussed in closed session; MK seconded. Roll call vote was taken and Board entered closed session at 6:53pm. Roll call vote was then taken at 7:08pm to come out of closed session.
  - ii. Discussion and Possible Action Relating to the Evaluation and Compensation of the Assistant Director and Circulation Manager. MI moved to approve a 1.5% increase in compensation for the Assistant

Director (in addition to the 4.5% increase approved by the Common Council). AA seconded. Motion carried.

e. Policy Review:

ii. Meeting Room Policy – MK moved to approve the revision to the Meeting Room Policy with the increase in room rental fees and the addition of a \$5.00 convenience fee for using a credit card as payment. ME seconded. Motion carried.

**VI. Update on Past or Upcoming Council Actions Relating to the Library** – Shirley Roberts has been promoted to City Clerk. A comprehensive Park Rental Guide has been created. One or more copies will be available at the Library for patrons to view and/or check out.

**VII. Update on Franklin Public Schools Matters Relating to the Library** – 1,443,179,000 eBooks have been checked out statewide with 35,000 checked out in Franklin. These include magazines and foreign language materials. 85% of the titles in the system have circulated.

**VIII. Report of the President:** MI noted that a comment on one of the staff evaluations stated that Board Members should attend more Council meetings and other events to show support of the Library.

**IX. Report of the Library Director** – JL is following up with the locker company to discuss the lockers freezing in the recent cold weather. Great Decisions starts in February.

**X. Report of the Franklin Public Library Foundation** –A patron donated \$2,500 to the Children’s Area.

**XI. COLAND Report:** T. Berres – Meeting was cancelled due to weather.

**XII. Upcoming Library Board Meetings:**

a. Regular Library Board of Trustees Meeting: February 26<sup>th</sup>, 2024 at 6:00 in Sievert Conference Room.

**XIII. Adjourn:** AA moved to adjourn the meeting at 7:39pm. DW seconded. Motion carried.

Respectfully submitted, Maria Imp, acting Library Board Secretary