

Franklin Public Library
Building & Grounds Committee Meeting
May 14, 2024
Approved: June 6, 2024



ATTENDANCE:

Name	Attended	Name	Attended	Name	Attended
Annie Vitas-Oklobdzija	X	Annalee Bennin	X	Michelle Eichmann	X

ALSO ATTENDED: J. Loeffel, Library Director

- I. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order by J. Loeffel at 1:06 p.m.
- II. **VISITORS:** None
- III. **PUBLIC COMMENT:** None
- IV. **APPROVAL OF THE MINUTES:**
 - a. A. Vitas-Oklobdzija made a motion to approve the minutes from the July 18, 2023 Building & Grounds Committee meeting. A. Bennin seconded. Motion carried.
- V. **BUSINESS:**
 - a. **Review of 2023 Building Maintenance Checklist:** J. Loeffel reviewed the checklist with the committee, noting most issues on the checklist had been taken care of.
 - b. **Building Walk-Through:** A. Vitas-Oklobdzija motioned to stop the recording while the committee performed a walk-through of the interior and exterior of the library building; M. Eichmann seconded. Motion passed.
 - c. **Discussion and Creation of 2024 Building Maintenance Checklist:** The Committee will turn over the completed Building and Grounds Survey to J. Loeffel.
 - d. **Review and Discussion of Quotes for Carpeting and Flooring:** Tabled.
- VI. **ADJOURNMENT:** A. Vitas-Oklobdzija motioned; A. Bennin seconded. Motion carried. Meeting ended at 2:14 p.m.

Respectfully submitted, Jennifer Loeffel, Library Director