

Franklin Public Library
 Library Board Meeting
 Date: December 17, 2018
 Minutes—Approved January 28, 2019
 ATTENDANCE:



Name	Attended	Name	Attended	Name	Attended
Judi Williams-Killackey (JW-K) President	X	Karen Wesener (KAW) Vice- President	X	Terry Berres (TB) Treasurer	X
Madelyn Kempen (MAK) Secretary	EXCUSED	Maria Imp (MI)	X	Mike Karolewicz (MK)	X
Judy Mueller (JM) <i>School District Administrator</i>	X	Annemarie Vitas-Oklobdzija (AV)	X	Ald. Kristen Wilhelm (KW) <i>Aldermanic Representative</i>	X

ALSO ATTENDED: Jennifer Loeffel (JL), Library Director

CALL TO ORDER: President Judi Williams-Killackey called the Franklin Public Library Board meeting to order at 6:05 p.m.

Public Comment/Visitors: None.

Correspondence: None.

Approval of minutes from regular meeting of November 26, 2018: JM moved to approve the minutes with corrections to attendance – MK should be corrected to “Attended”, JW-K should have last name spelled Williams-Killackey and use JW-K as initials. MK seconded. All voted aye. Motion carried.

COMMITTEE REPORTS:

Finance—Motion made by MK to approve payment of invoices from Fund 15 totaling \$6,891.40. AV seconded. All voted aye. Motion carried. Motion made by MK to approve payment of invoices from Fund 16 totaling \$5,502.84. AV seconded. All voted aye. Motion carried.

City Matters—No action taken.

President— Review of patron conduct will be discussed under Business.

Director— See Attachment D & E. Custodian services will be discussed by Building and Grounds committee.

Foundation— Will be meeting in January.

Buildings and Grounds— No action taken.

Personnel— The Director Evaluation Form is expected to be available by early January.

Strategic Planning – Review the draft survey and refer comments to MI.

BUSINESS:

Discussion and Approval of 2019 FPL Board of Trustees meeting dates. KAW moved to approve the dates as submitted in attachment F and to use December 16 as a tentative date. MI seconded. All voted aye. Motion carried.

Discussion of Staff Training Day. The Director will use her discretion to best arrange staff hours during this time.

Discussion and Approval of 2019 Library Holiday Closings and Special Hours. KAW moved to approve the schedule submitted in Attachment H with these changes: Monday, May 27 (not 28); hours on July 5 and 6 will be 10:00-a.m. – 2:00 p.m. MK seconded. All voted aye. Motion carried. JK-W moved to allow the Director, in consultation with the President to change hours as needed. MK seconded. All voted aye. Motion carried.

Discussion of Library Director Evaluation and Process. Trustees should review Attachment I when completing the evaluation form which will be available in early January.

Review and Discussion of Patron Issues and Patron Code of Conduct. Discussed the addition of a patron banning procedure – Attachment J.

Adjourn: KAW made motion to adjourn the meeting at 7:55. AV seconded. All voted aye. Motion carried.

Next regular meeting will be Monday, January 28, 2019 at 6:00pm in the Sievert Conference Room.

Respectfully submitted, Karen Wesener, acting Library Board Secretary