

**Franklin Public Library  
Library Board Meeting  
January 28, 2019  
Minutes: Approved February 25, 2019  
ATTENDANCE:**



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

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

**CALL TO ORDER:** President Judi Williams-Killackey called the Franklin Public Library Board meeting to order at 6:03 p.m.

**Public Comment/Visitors:** The representative from the Indian Community School was not present to give an update on the Mural Project. Discussion was tabled.

**Correspondence:** A thank you note from Goodwill Supported Employment was read. Jennifer reported that the experience was positive for both the library and the Goodwill employee.

A donation of \$280 from Curtis R. Edmark was acknowledged.

**Approval of minutes from regular meeting of December 17, 2018:** Motion to approve minutes made by KW, with the addition of "Alderwoman" for KW and "Superintendent" for JM, and the correction of MK attended. Clarification under City Matters that N/A means No Action. Second by MK. All voted aye. Motion carried.

**COMMITTEE REPORTS:**

**Finance**—Approval of vouchers and invoices:

Motion by TB, second by KW, to approve expenses of \$3361.83 paid from fund 15. All voted aye. Motion carried.

Motion by TB, second by MK to approve expenses of \$4194.12 paid from fund 16. All voted aye. Motion carried.

Motion by TB, second by KAW for January invoices of \$69,893.08. All voted aye. Motion carried.

The library operated under budget in both Fund 15 and Fund 16 in 2018. Jennifer will check with Mark Luberda regarding property tax on our RICOH invoices. Jennifer will "shop around" for a better rate on the library credit card.

**City Matters**—None

**President**—On Jan. 28<sup>th</sup> the library's hours were adjusted to 1:00-8:30 due to weather conditions and the clearing of the parking lot. New policy/guidelines will be developed for library closure/change in hours due to severe weather.

**Director**—The January 30<sup>th</sup> Community Conversations was rescheduled to February 13<sup>th</sup>. Games with a Cop on Martin Luther King Jr. Day was a huge success and hopefully will become an annual event.

**Foundation**—A fundraiser will be held April 16<sup>th</sup>. "Spring Centerpieces" with Annie from The Wild Pansy. Wine will be available for purchase.

**Buildings and Grounds**—Nothing to report. KW will assist Jennifer with a walkthrough of the library to identify any maintenance issues.

**Personnel**—Discussion under Business.

**Strategic Planning Committee:** Nothing to report.

**BUSINESS:**

**Director Evaluation and Discussion of Compensation**—Motion by JWK to go into closed session. KW seconded. All voted aye. Motion approved and Board went into closed session at 7:14pm. JKW motioned to come out of closed session. TB seconded. All voted aye. Board came out of closed session at 7:29. No action was taken while in closed session.

**Discussion of Library Staffing** – KW moved to hire a summer intern based on knowledge of Director's staffing needs within the budget. KAW seconded. All voted aye. Motion passed. Jennifer will get additional estimates for weekend custodial services.

**Discussion and Action on the Library Code of Conduct Policy and Banning Procedure** –MK motioned that the discrimination policy be amended to state “...or any other protected status under law.” KAW seconded. All voted aye. Motion carried. Jennifer will check with the City Attorney on the weapons ban issue.

**Discussion of Strategic Plan Format** -- No action at this time. The Library Board will be asked their preferred format when the Committee gets closer to presenting their findings.

**Next regular meeting will be Monday, February 25, 2019 at 6:00pm in the Sievert Conference Room.**

**Adjourn:** TB made motion to adjourn the meeting at 7:59p.m. KAW seconded. All voted aye. Motion carried.

Respectfully submitted, Maria Imp, acting Library Board Secretary