

Franklin Public Library  
 Library Board Meeting  
 November 26, 2018  
 Minutes—Approved December 17, 2018  
**ATTENDANCE:**



Name	Attended	Name	Attended	Name	Attended
Judi Williams-Killackey (JW) President	X	Karen Wesener (KAW) Vice- President	X	Terry Berres (TB) Treasurer	X
Madelyn Kempen (MAK) Secretary	X	Maria Imp (MI)	X	Mike Karolewicz (MK)	X
Judy Mueller (JM)	X	Annemarie Vitas-Oklobdzija (AV)	X	Kristen Wilhelm (KW)	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 6:00 p.m.

**Public Comment/Visitors:** None.

**Correspondence:** A thank you note to the library from Ed Thomas (AmVets Post 60) who organized the Veteran’s Day celebration was provided for the board to read.

**Approval of minutes from regular meeting of November 26, 2018:** JW moved to approve the minutes as submitted. KW seconded. All voted aye. Motion carried.

**COMMITTEE REPORTS:**

**Finance**—Approval of vouchers and invoices: Motion made by MK to approve the invoices and vouchers totaling \$16,401.70 submitted for November 2018. MI seconded. All voted aye. Motion carried.

**City Matters**—The city budget was passed. The library budget did not decrease with the approved budget.

**President**— Overview of the director evaluation was provided. More in depth conversation under the Personnel Committee’s report.

**Director**— Attachments F and G.

**Foundation**— Penny Woodcock has joined the Foundation. Karen will be moving into an officer role on the Foundation board.

**Buildings and Grounds**— N/A

**Personnel**— The Library Director Evaluation form was revised to reduce overlap in categories and to reduce subjectivity in the rating system. The personnel committee will solicit comments and feedback from the board and the library staff.

**BUSINESS:**

**Discussion and Approval of Staff In-Service/Training Day, February 18, 2019, Including Effect on Library Hours.** JM moved to approve the staff in-service/training day on February 18, 2019 including the change in library hours, subject to the increased personnel cost not be excessive. MI seconded. All voted aye. Motion carried.

**Discussion and Approval of Mobile Hotspot Policy, 11/18 Revision.** MK moved to approve the policy with the changes made by the board, which includes the disclaimer that services may be turned off at any time if the hotspot is not returned, charges will be incurred if the hotspot is not returned and the removal of the last line on the final page of the policy. MI seconded. All voted aye. Motion carried.

**Discussion and Approval of Library Director Evaluation Form and Goals:** JW moved to approve the Library Director Evaluation form with the board’s revisions. MI seconded. All voted aye. Motion carried. No action taken on goals.

**Discussion and Approval of Library Board Representative on the Franklin Library Foundation Board.** JW moved that Madelyn Kempen will be the library board representative on the Franklin Library Foundation Board. MI seconded. All voted aye. Motion carried.

**Discussion of 2019 Library Budget, Including Clarification on the Impact of Changes in the Retirement System and Healthcare Costs.** WRS will cost more; however, how much is unknown until more information is provided on the budget and employee selections.

**Discussion of Potential Library Needs in the Next Six Months to One Year.** The board discussed that long term needs should be reviewed under the Strategic Plan.

**Adjourn:** JM made motion to adjourn the meeting at 8:05. MK seconded. All voted aye. Motion carried.

**Next regular meeting will be Monday, December 17, 2018 at 6:00pm in the Sievert Conference Room.**

Respectfully submitted, Madelyn Kempen, Library Board Secretary