

**Minutes of the Franklin Public Library Board of Trustees Regular Meeting, held in the Franklin Public Library Sievert Conference Room, 9151 W. Loomis Rd. Franklin, WI on Monday, June 27, 2016**

Meeting called to order by President, Mike Karolewicz at 6:00 p.m.

**Roll Call:** Present – Karen Wesener, Mike Karolewicz, Tim Solomon, Bob Donohoo, Diane Oleson, Tom Loew, Dennis McKnight, Alderperson Kristen Wilhelm. Excused – Dr. Steve Patz. Others present – Rachel Muchin Young.

**Public Comment/Visitors:** Attorney Fred Klinitz

**Correspondence:** Letter from Coleman family thanking the Rachel and the Library for allowing the placement of the bench at the entry to the Library. They were very grateful for the assistance.

**Approval of Minutes from regular meeting of May 23, 2016:** Motion by Diane, second by Dennis to approve minutes. Motion approved.

**Approval of Minutes from special meeting of June 9, 2016:** Motion by Tom, second by Dennis to approve minutes. Motion approved with Bob and Diane abstaining.

**COMMITTEE REPORTS:**

**Finance** – Motion by Tom, second by Tim to approve invoices in the amount of \$15,499.67. Motion approved. Motion by Dennis, second by Diane to approve the Treasurer’s report. Motion approved.

**City Matters** – Kristen W. reported that studies regarding Ball Park Commons development are continuing.

**President** – Mike K. thanked Dennis McKnight for 18 years of service on the Library Board.

**Director** – See attachment F. The 4<sup>th</sup> newsletter has just been sent out to 8,698 people. Within the first 2 hours 1,639 people had opened the newsletter.

**Foundation** – Nothing to report.

**Building and Grounds** – Bob Tesch and Mark Luberda recommend purchase of the extended warranty on the air conditioning unit being installed. The cost is \$2,115 and covers parts for years 2-5. Motion by Tim, second by Karen to purchase the warranty. Motion approved.

**Personnel** – The job description and wage scale for the Library Clerk position has been approved by the committee and now needs to be approved by this board. See action under New Business.

**Strategic Plan & Capital Projects:** Mike will be working with the Outreach coordinator regarding the project to get a library card into the hand of each city resident. Will use the newsletter to let citizens know that volunteers do many jobs at the library and that we use remote sites to provide service to those less able to get to the building.

**Other Business:**

- **Status of Friends Assets** – Attorney Klinitz reported that approximately \$25,000 will be transferred to the Library Foundation on or about August 1, 2016. Understanding that the Foundation can use the money as they see fit, the former Friends group asked that it be used to purchase books over the next 3 years.
- **Trustee Appointments** – Three appointments will be made at the next Council meeting.
- **Volunteer Breakfast** – planned for September 17 at 9:00 a.m. in the Fadrow room.

**New Business:**

- **Job description and wage scale for Library Clerk position** – Motion by Diane, second by Bob to approve the job description and wage scale for the Library Clerk position as stated in attachment H and I. Motion approved.
- **Wage adjustments for three non-Civil Service Employees** – Motion by Karen, second by Bob to recommend, for the Director, Assistant Director and Circulation Supervisor, an Annual Market

Adjustment and Market Adjustment to Wage and Salary Rates for non-represented employees of 2% effective with the start of the pay period with a pay date of July 22, 2016 and to authorize application of the Progress-to-Market-Rate Adjustments, as per the adopted Compensation Plan, effective simultaneously but not compounding. And further recommend that the Circulation Supervisor be brought up to the minimum of the range for the position as of the pay date of July 22, 2016, with minor technical corrections by the Human Resources Coordinator. Motion approved.

- **Wisconsin Trustee Training Week** – There will be webinars from 12:00-1:00 pm each day August 22-26, 2016. See the brochure and attend if you are able.

**Next regular Trustee meeting is Monday, July 25, 2016, 6:00 p.m. in Sievert Room.**

**Motion by Dennis, second by Diane to adjourn the meeting. Motion approved. Adjourned at 7:53 p.m.**