

**Franklin Public Library
Library Board Meeting
November 25, 2019
Minutes—Approved December 16, 2019**



ATTENDANCE:

Name	Attended	Name	Attended	Name	Attended
Judi Williams-Killackey (JW) President	X	Alan Aleksandrowicz (AA)	X	Terry Berres (TB) Treasurer	X
Reivian Berrios (RB)	X	Maria Imp (MI) Secretary	X	Mike Karolewicz (MK) Vice-President	X
Judy Mueller (JM) School District Administrator	Excused	Annemarie Vitas-Oklobdzija (AV)	X	Ald. Kristen Wilhelm (KW) Aldermanic Representative	Excused

ALSO ATTENDED: Jennifer Loeffel (JL), Library Director

CALL TO ORDER: JW called the meeting to order at 6:02pm.

VISITORS: None

PUBLIC COMMENT: None.

CORRESPONDENCE/ACKNOWLEDGEMENT OF DONATIONS: A thank-you was received from Ed Thomas for the Veteran’s Day program and a thank you and donation were received from Bob and Judy Johnson.

APPROVAL OF THE MINUTES FROM THE OCTOBER 28TH, 2019 MEETING OF THE BOARD OF TRUSTEES: MK moved to approve the minutes from the October 28th, 2019 meeting with the changes that AV was excused and the Board approved the minutes from the September 23rd meeting. RB seconded. Motion carried.

FINANCE COMMITTEE:

A. MK moved to approve vouchers and invoices for \$16,882.23. Seconded by MI. Motion carried.

B. AA moved to approve the amended October invoices to show the new total of \$23,574.74. RB seconded. Motion carried.

C. TB gave Treasurer’s Report.

BUSINESS:

A. Discussion/Approval of Emergency Closing Policy: AV moved to approve the Emergency Closing Policy with changes. AA seconded. Motion carried.

B. Discussion of Emergency Closing Procedure: Minor wording changes were made.

C. Discussion/Approval of Library Director Evaluation Process: MK led discussion. JW moved that the evaluation process and comments be obtained by the end of December with the goal of completing the evaluation by January 31. RB seconded. Motion carried with AA abstaining.

D. Discussion/Approval of Retreat for Strategic Plan Implementation Planning: MI moved that the Board of Trustees hold a retreat for strategic planning purposes on Saturday, January 11th, from 8:30-11:30am. MK seconded. Motion carried.

UPDATE OF PAST OR UPCOMING COUNCIL ACTION RELATING TO THE LIBRARY: The 2020 City of Franklin Budget was adopted.

REPORT OF THE PRESIDENT: JW commented on programming and that there were zero patron issues this month.

REPORT OF THE DIRECTOR: JL gave Monthly Activity and Statistics reports. Sensitivity training for the staff will be scheduled for 2020.

REPORT OF THE FRANKLIN LIBRARY FOUNDATION: Upcoming events include the Wreath Fundraiser on December 10th, a Cookie Walk on December 14th, and the Great Decision series in 2020. The Matching Fund is receiving donations.

COMMITTEE REPORTS:

A. Buildings and Grounds: There are still items needing to be repaired in the Children's Area.

B. Personnel: See above regarding Library Director evaluation process.

C. Strategic Planning Committee: See above regarding Board Retreat.

Next regular meeting will be Monday, December 16th, 2019 at 6:00pm in the Sievert Conference Room.

Adjourn: AV moved to adjourn the meeting at 7:21pm. Seconded by JW. Motion carried.

Respectfully submitted, Maria Imp, Library Board Secretary