



**July 24, 2023**  
**Franklin Public Library Board of Trustees**  
**Meeting Minutes**  
**Approved August 28, 2023**

Attendance: Maria Imp, Judith Williams-Killackey, Doris Weber, Terry Berres, Annemarie Vitas-Oklobdzija (Excused), Alan Aleksandrowicz, Mike Karolewicz, Michelle Eichmann (Excused), Annalee Bennin (Excused)

Also Attending: Jennifer Loeffel, Library Director

- I. Call to Order - M. Imp  
The meeting was called to order at 6:00 pm
- II. Public Comment (no action may be taken on issues raised unless otherwise on the agenda)  
No public comment
- III. Approval of the Minutes:
  - a. June 26, 2023 Regular Meeting of the Library Board of Trustees  
A motion to approve the minutes as written was made by D. Weber; seconded by M. Karolewicz.  
Motion carried.
- IV. Visitors:
  - a. James Matelski, Director of Information Technology for the City of Franklin  
James provided an overview of the security project. The cabling for the library will be conducted in September after work at the Police Department is concluded. The library project will complete late September or early Oct.
  - b. Srikar Prathigudupu—Presentation of Eagle Scout Project  
Srikar presented his project for a retaining wall, planting area, and walkway to the flag area near the parking lot. The project is planned for completion in August.
- V. Finance Committee - A. Aleksandrowicz
  - a. Approval of Vouchers and Invoices
    - a. Fund 15: motion to approve by D. Weber; seconded by M. Imp. Motion carried.
    - b. Fund 16: motion to approve by M. Karolewicz; seconded by D. Weber. Motion carried.
  - b. Treasurer's Report  
AA presented that Fund 15 and 16 expenses were within parameters through June. He noted that investment revenue was missing for June in Fund 15 and 16, and that the Fund 15 Interdepartment Charge is not reflective of current costs for library cleaning.
  - c. Report of the July 13, 2023 Finance Committee Meeting  
Minutes of the meeting were presented by A. Aleksandrowicz. Danielle Brown, Director of Finance, attended the Finance Committee meeting. Key discussion points were the delineation of capital improvement responsibility between the city and the library, the growing percentage of revenue that is personnel costs, and a schedule of dates for the annual budgeting process for 2023. The 2024 department budget for the library approved by the board was presented to the city on July 21.
- VI. Business:
  - a. Election of Library Board Officer Positions  
Officers for the 2023-2024 year are M. Imp (President), D. Weber (Vice-President), A. Aleksandrowicz (Treasurer), A. Vitas-Oklobdzija (Secretary)
  - b. Review and Discussion of Committee Assignments  
The assignments were tabled until the Aug meeting.

c. Mid-Year Strategic Plan Update

J. Loeffel presented progress for Q2. M. Karolewicz suggested a color-coding of the status for each objective: Green=started, Yellow=in progress, Red=completed. Any late objective should have an expected completion date added to the report.

VII. Old Business:

a. Discussion and Approval of Soliciting on Library Property Policy

A. Aleksandrowicz made a motion to approve the policy with suggested changes, M. Karolewicz seconded the motion. Motion carried.

b. Discussion and Approval of Revised Unattended Children Policy

DW made a motion to approve the policy as written, MI seconded the motion. Motion carried.

VIII. Report of the July 18, 2023 Building and Grounds Committee Meeting

An updated task list was presented. Carpeting and patio fixes will be moved up to 2024, the computer upgrade from Windows 10 will be moved to 2025 when Windows 10 will no longer be supported.

IX. Update on Past or Upcoming Council Actions Relating to the Library - M. Eichmann: None.

X. Update on Franklin Public Schools Matters Relating to the Library - A. Bennin: None.

XI. Report of the President - M. Imp

None.

XII. Report of the Library Director - J. Loeffel

a. Monthly Activity of Library Director & Library

JL reported the cost of a new chiller would be about \$350-\$375K, a large increase from the \$100K the board had anticipated. Parking lot work will be completed late August.

b. FPL @ a Glance Statistics Report

Most categories saw increases over 2022.

XIII. Report of the Franklin Public Library Foundation - J. Loeffel, A. Vitas-Oklobdzija

A "bonus" fundraiser opportunity came with the July 18 Milkmen game: \$462 was raised from a shared raffle.

XIV. COLAND Report—T. Berres

The organization is completing a biennial report on the condition and progress of WI libraries for 2021-2023. T. Berres will make the report available for the board at the August meeting.

XV. Upcoming Library Board Meetings:

a. Regular Library Board of Trustees Meeting: August 28, 2023 at 6pm, Sievert Conference Room

XVI. Adjournment: M. Karolewicz made a motion to adjourn, D. Weber seconded the motion. Motion carried, meeting adjourned at 8:09 pm.

Minutes submitted by M. Karolewicz, Interim Library Board Secretary, July 26, 2023