



ATTENDANCE:

Name	Attended	Name	Attended	Name	Attended
Maria Imp <i>President</i>	X	Mike Karolewicz	X	Alan Aleksandrowicz <i>Treasurer</i>	X
Annemarie Vitas-Oklobdzija <i>Secretary</i>	X	Terry Berres	X	Doris Weber <i>Vice-President</i>	X
Judith Williams-Killackey	X	Annalee Bennin School <i>District Administrator</i>	X	Ald. Michelle Eichmann <i>Aldermanic Representative</i>	X

Also Attended: Jennifer Loeffel, Library Director

Call to Order: President M. Imp called the Franklin Public Library Board meeting to order and performed roll call at 6:00 p.m.

Public Comment/Visitors: None

Approval of Minutes from the Special Meeting of the Library Board of Trustees, January 20, 2024: A. Aleksandrowicz motioned to approve minutes with the correction of adjournment motion made by A. Vitas-Oklobdzija; seconded by D. Weber. Motion carried.

Approval of Minutes from the Regular Meeting of the Library Board of Trustees, January 22, 2024: D. Weber motioned to approved minutes; seconded by A. Bennin. Motion carried.

Finance Committee:

Approval of Vouchers and Invoices for Fund 15-Motion to approve invoices in the amount of \$24,077.75 by A. Vitas-Oklobdzija; seconded by M. Imp. Motion carried.

Approval of Vouchers and Invoices for Fund 16-Motion to approve invoices in the amount of \$7,739.06 by J. Williams-Killackey; seconded by D. Weber. Motion carried.

Treasurer’s Report- A. Aleksandrowicz

The January report represents 8.47% of the year.

FUND 15

Total Revenue is 94.11% of the budget. Total expenditures are 6.35% of the budget.

FUND 16

Total Revenue is 10.16% of the budget. Total expenditures are 10.24% of the budget.

Cash Register Report is perfect as expected.

BUSINESS:

Review and Possible Action Regarding Rachel Arndt Consulting, LLC’s Proposal for Strategic Planning Services: A. Vitas-Oklobdzija motioned to approve up to \$2,500 for strategic planning services; M. Karolewicz seconded. Motion passed. A. Aleksandrowicz motioned to add phrasing to agreement that any additional billing will be approved by J. Loeffel; M. Karolewicz seconded. Motion passed.

Discussion and Review of Job Descriptions for Library Assistant, Reference Librarian, and Youth Services Young Adult Librarian. Jennifer will be meeting with the Director of Administration and the city's Human Resources Assistant to review all current job descriptions.

Policy Review:

Mobile Hotspot Policy: M. Karolewicz motioned to approve with changes; seconded by M. Eichmann. Motion passed.

Meeting Rooms Policy: M. Imp motioned to approve, with change of reservations needing to be made 3 months in advance instead of 4 months; seconded by J. Williams-Killackey. Motion passed.

OLD BUSINESS:

Update Regarding Letter to the City of Franklin Personnel Committee, Common Council, and Administration Regarding Change in Human Resources Staff Responsibilities: M. Imp reported that nothing has changed regarding application approvals.

COMMITTEE REPORTS:

Update on Past or Upcoming Council Actions Relating to the Library: M. Eichmann reiterated MI's Common Council update.

Update on Franklin Public Schools Matters Relating to the Library: A. Bennin reports District Librarian continues to work on finding ways to promote and enhance Franklin Public Schools and Library relationships.

Report of the President: M. Imp reported that she attended Common Council meeting to clarify HR policies. M. Karolewicz, M. Imp, and A. Aleksandrowicz Library Board terms expire in July. All three are willing to continue on the Library Board.

Monthly Report of the Library Director and FPL at a Glance: J. Loeffel reported the all-staff in-service on February 19 went well. She is looking to have more regular all-staff meetings. Newly designed library cards are in circulation. New phone system will be implemented in the near future.

Report of the Franklin Public Library Foundation – The Foundation moved to approve the use of the final \$9,300 of the Friends money for the purchase of materials. The Foundation also approved a generous wish-list for library purchases. A Holiday Decor sale, a new fundraising idea, will be held in early November 2024.

Upcoming Meetings:

Special Meeting to approve the Library's Annual Report: Tuesday, February 27, 2024 at 5:30pm in the Sievert Conference Room.

Next regular meeting: Monday, March 25, 2024 at 6:00pm in the Sievert Conference Room - J. Loeffel and A. Bennin will not be there. K. Whitmore will attend for J. Loeffel.

Adjourn: A. Vitas-Oklobdzija made a motion to adjourn the meeting at 7:16pm. A. Aleksandrowicz seconded. Motion carried.

Respectfully submitted, Annemarie Vitas-Oklobdzija, Library Board Secretary