

**Franklin Public Library  
Library Board Meeting  
Date: December 17, 2018  
Minutes—Approved January 28, 2019  
ATTENDANCE:**



Name	Attended	Name	Attended	Name	Attended
Judi Williams-Killackey (JW-K) President	X	Karen Wesener (KAW) Vice- President	X	Terry Berres (TB) Treasurer	X
Madelyn Kempen (MAK) Secretary	EXCUSED	Maria Imp (MI)	X	Mike Karolewicz (MK)	X
Judy Mueller (JM) <i>School District Administrator</i>	X	Annemarie Vitas-Oklobdzija (AV)	X	Ald. Kristen Wilhelm (KW) <i>Aldermanic Representative</i>	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 6:05 p.m.

**Public Comment/Visitors:** None.

**Correspondence:** None.

**Approval of minutes from regular meeting of November 26, 2018:** JM moved to approve the minutes with corrections to attendance – MK should be corrected to “Attended”, JW-K should have last name spelled Williams-Killackey and use JW-K as initials. MK seconded. All voted aye. Motion carried.

**COMMITTEE REPORTS:**

**Finance**—Motion made by MK to approve payment of invoices from Fund 15 totaling \$6,891.40. AV seconded. All voted aye. Motion carried. Motion made by MK to approve payment of invoices from Fund 16 totaling \$5,502.84. AV seconded. All voted aye. Motion carried.

**City Matters**—No action taken.

**President**— Review of patron conduct will be discussed under Business.

**Director**— See Attachment D & E. Custodian services will be discussed by Building and Grounds committee.

**Foundation**— Will be meeting in January.

**Buildings and Grounds**— No action taken.

**Personnel**— The Director Evaluation Form is expected to be available by early January.

**Strategic Planning** – Review the draft survey and refer comments to MI.

**BUSINESS:**

**Discussion and Approval of 2019 FPL Board of Trustees meeting dates.** KAW moved to approve the dates as submitted in attachment F and to use December 16 as a tentative date. MI seconded. All voted aye. Motion carried.

**Discussion of Staff Training Day.** The Director will use her discretion to best arrange staff hours during this time.

**Discussion and Approval of 2019 Library Holiday Closings and Special Hours.** KAW moved to approve the schedule submitted in Attachment H with these changes: Monday, May 27 (not 28); hours on July 5 and 6 will be 10:00-a.m. – 2:00 p.m. MK seconded. All voted aye. Motion carried. JK-W moved to allow the Director, in consultation with the President to change hours as needed. MK seconded. All voted aye. Motion carried.

**Discussion of Library Director Evaluation and Process.** Trustees should review Attachment I when completing the evaluation form which will be available in early January.

**Review and Discussion of Patron Issues and Patron Code of Conduct.** Discussed the addition of a patron banning procedure – Attachment J.

**Adjourn:** KAW made motion to adjourn the meeting at 7:55. AV seconded. All voted aye. Motion carried.

**Next regular meeting will be Monday, January 28, 2019 at 6:00pm in the Sievert Conference Room.**

Respectfully submitted, Karen Wesener, acting Library Board Secretary