



**ATTENDANCE:**

Name	Attended	Name	Attended	Name	Attended
Maria Imp <i>President</i>	X	Michael Karolewicz	X	Alan Aleksandrowicz <i>Treasurer</i>	X
Annemarie Vitas-Oklobdzija <i>Secretary</i>	X	Terrence Berres	X	Christopher Doll	X
Judith Williams-Killackey	X	Amanda Pound <i>School District Representative</i>	Excused	Ald. Michelle Eichmann <i>Aldermanic Representative</i>	X

**Also Attended:** Jennifer Loeffel, Assistant 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.

**Visitors:** None

**Public Comment:** None

**Approval of the Minutes from the Regular Meeting of the Library Board of Trustees, November 25, 2024:** M. Imp motioned to approve; seconded by M. Karolewicz, with corrections to edit the Report of the Strategic Planning Committee to read “The draft of the strategic plan was presented and the Library Board will discuss the action plan at the Strategic Planning Retreat” and extra “Update on” from the Franklin Public Schools Update. Motion passed.

**Finance Committee:**

**Approval of Vouchers and Invoices for Fund 15-**Motion to approve invoices in the amount of \$15,452.89 by A. Vitas-Oklobdzija; seconded by J. Williams-Killackey. Motion passed.

**Approval of Vouchers and Invoices for Fund 16-**Motion to approve invoices in the amount of \$4,853.45 by A. Vitas-Oklobdzija; seconded by J. Williams-Killackey. Motion passed.

**Treasurer’s Report-** A. Aleksandrowicz

The November report represents 91.53% of the year.

**FUND 15**

Total Revenue is 98.08% of the budget. Total expenditures are 91.96% of the budget.

**FUND 16**

Total Revenue is 94.64% of the budget. Total expenditures are 80.73% of the budget.

Cash Register Report was perfect as expected.

**BUSINESS:**

- a. **Adoption of the General Records Schedule for Wisconsin’s Public Libraries:** M. Karolewicz moved to adopt; seconded by A. Aleksandrowicz. Motion passed.
- b. **Assistant Director and Circulation Manager Evaluation and Compensation:** M. Imp moved to go into closed session and performed a roll call vote in which Trustees unanimously voted to go into closed session at

6:15pm to discuss performance and compensation of Assistant Library Director and Circulation Manager. The Trustees voted unanimously to come out of closed session at 6:28pm. At that time, J. Williams-Killackey moved to provide the Assistant Director a 2025 raise of 2.75% with an additional .75% and the Circulation Manager a 2025 raise of 2.75%; seconded by M. Imp. Motion passes.

- c. **Discussion and Possible Action Authorizing the Franklin Public Library Director to terminate the cleaning contract between Dust Free Cleaning Service, Inc. and Franklin Public Library in January 2025:** A. Vitas-Oklobdzija motioned to terminate the contract, dependent on the ability of the Library to extend services on a month-to-month basis until a new custodian is hired; seconded by A. Aleksandrowicz. Motion passed.
- d. **Discussion and Possible Action Authorizing the Franklin Public Library Director to Work with the City of Franklin to Hire a 20-Hour Per Week Evening Maintenance Custodian:** J. Williams-Killackey moved to approve; seconded by A. Aleksandrowicz. Motion passed.
- e. **Review of Statement of Cooperative Relationship with the Franklin Public Library Foundation:** Additional changes are needed. J. Loeffel will bring back to the Library Board at a later date.

#### **OLD BUSINESS:**

- a. **Policy Review: Emergency Closing Policy** - M. Imp motioned to reaffirm; seconded by M. Karolewicz. Motion passed.
- b. **Master Calendar Review:** Additional changes are needed.

#### **COMMITTEE REPORTS:**

**Update on Past or Upcoming Council Actions Relating to the Library:** None

**Update on Franklin Public Schools Matters Relating to the Library:** M. Imp read an update from A. Pound that bilingual books have been added to the FPS libraries.

**Report of the President:** Strategic Planning Retreat will be held on January 18 at 8:30am. Breakfast will be served at 8:00am.

**Monthly Report of the Library Director and FPL at a Glance:** Hoopla is willing to allow MCFLS libraries to drop to 2 checkouts, discussion ongoing. Boilers are due in 6-8 weeks.

**Report of the Franklin Public Library Foundation:** Great Decisions begins in February. The December 14 Foundation Bake Sale raised about \$2,000.

#### **Upcoming Meetings:**

- a. Strategic Planning Retreat: January 18, 2025 at 8:30am in the Children's Activity Room
- b. Regular Library Board of Trustees Meeting: January 27, 2025 at 6pm in Sievert Conference Room

**Adjourn:** A. Vitas-Oklobdzija made a motion to adjourn the meeting at 7:04pm. M. Karolewicz seconded. Motion passed.

Respectfully submitted, Annemarie Vitas-Oklobdzija, Library Board Secretary