

**ST. FRANCIS LIBRARY BOARD MINUTES  
DATED FEBRUARY 14, 2024**

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**Present:** Richard Adamczewski, Alderman Feirer, Charles Buechel, Kathy Frymark, Richard Lentz, Kathy MacAvaney and Jennifer Polinski

**Also Present:** Library Director Amy Krahn and City Administrator Mark Johnsrud

The meeting was called to order at 4:00 p.m.

**Statement of Public Notice:**

The meeting has been properly posted and noticed as required by law.

**Approval of Minutes**

Moved by Richard Lentz, seconded by Jennifer Polinski to place on file the minutes of the St. Francis Library Board meeting held on January 10, 2024. Motion carried.

**Approval of Claims:**

Moved by J Richard Lentz, seconded by Jennifer Polinski to approve the January claims as presented. Motion carried.

**Correspondence:**

None

**Public Comments**

None

**Reports:**

*Chairman*

- None

*School Representative*

- Willow Glen Celebrated their Blue Ribbon award by having an all school field trip to Betty Brinn Museum yesterday. Willow Glen also had an all school assembly to celebrate the award as well.

*Friends*

- None

*Director*

- See Director's Report as included in the Board packet.

Moved by Alderman Feirer, seconded by Richard Lentz to approve all reports as submitted. Motion carried.

**Unfinished Business:**

- Capital Improvements
  - Furnace replacements-received two quotes to replace the HVAC system. The board decided to have MSA review the quotes.
  - Sprinkler quotes- Cintas provided three options for us to continue with our system. Would prefer to get a quote for a dry system. MSA to review.
- Programming Policy
  - Library Board Bylaws-Not completed as of the board meeting. The board will review at a later date.

**New Business:**

- Annual State Report
  - Moved by Kathy MacAvaney, seconded by Richard Lentz to approve the Annual State Report Statement as written. Motion carried.
- Vacation Requests
  - Moved by Jennifer Polinski, seconded by Charles Buechel, to approve the vacation requests for Kathleen Stilin and Jessica Kettner. Motion carried.
- Explorer Passes
  - Moved by Kathy MacAvaney, seconded by Jennifer Polinski to approve the purchase of Explorer Passes for Discovery World, Harley Davidson, and Old World Wisconsin. Motion carried.
- Paging System
  - Discussion regarding adding a paging system in the library to help with announcements and closings. Will look at the different options.

**Comments on Prior, Present and Potential Agenda Items by Board Members:**

None

**Adjourn:**

Moved by Richard Lentz, seconded by Jennifer Polinski to adjourn the meeting. Motion carried.

Time: 5:09 p.m.