

ST. FRANCIS LIBRARY BOARD MINUTES DATED APRIL 13, 2022

Present: Richard Adamczewski, Alderman Feirer, Kathy Frymark, Richard Lentz, Kathy MacAveney, Mark Uecker, Ava Voltner

Also Present: Library Director Amy Krahn, City Administrator 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 Kathy Frymark to place on file the minutes of the St. Francis Library Board meeting held March 9, 2022. Motion carried.

Approval of Claims:

Moved by Mark Uecker, seconded by Ava Voltner to approve the March claims as presented. Motion carried.

Public Comments:

A Certificate of Commendation was received from Governor Evers honoring the Library for its service to the State.

Meet the Staff:

- Debbie Intile – Youth Services Assistant

Debbie introduced herself to the Board and gave a brief overview of her duties as a Youth Services Assistant.

Reports:

Chairman

Chair Adamczewski stated that the Board will need to begin working on the Library Director's contract as it expires in June, 2022.

School Representative

Jessica will be having Summer Reading Programs at Willow Glen and Deer Creek.

Friends

The Friends of the Library will have gift bags for National Library Week.

Director

The Board reviewed the Director's report.

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

Old Business:

- Photography/Videography Policy

Moved by Mark Uecker, seconded by Kathy MacAveney to approve the Photography/Videography Policy as presented. Motion carried.

- Leave Policy – No action taken as this item has been tabled until the next Library Board meeting

- Personnel Manual

Moved by Alderman Feirer, seconded by Kathy Frymark to have the City's labor attorney review the Library's policy and the City policy and see what portions can be merged together. Motion carried.

- Anniversary Movie Event

Moved by Mark Uecker, seconded by Kathy MacAveney to concur with the costs associated with the Outdoor Movie Event as presented in the memo dated April 8, 2022 which was included in the Board packet. Motion carried.

New Business:

- Additional Shelver

Moved by Ava Voltner, seconded by Richard Lentz to approve hiring a student shelver to work 4-5 hours per week with a maximum budget of \$1650. Motion carried.

- ARPA Purchases

Moved by Alderman Feirer, seconded by Kathy MacAveney to approve the expenses as presented in the report dated April 4, 2022 which was included in the Board packet. Motion carried.

- Collection Development and Reconsideration Policy

Moved by Kathy MacAveney, seconded by Richard Lentz to approve the Collection Development and Reconsideration Policy as amended to reflect the change in #6 (from "work" to "material"). Motion carried.

- Outdoor Furniture

Moved by Mark Uecker, seconded by Ava Voltner to authorize the purchase of outdoor furniture not to exceed \$1500. Motion carried.

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

Next meeting will be May 11th at 4:00 p.m.

Adjourn:

Moved by Richard Lentz, seconded by Alderman Feirer to adjourn. Motion carried.

Time: 5:00 p.m.