

**ST. FRANCIS LIBRARY BOARD MINUTES  
DATED MAY 8, 2024**

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

**Excused:** Kathy Frymark

**Also Present:** Library Director Amy Krahn and Timothy Wendt, PE

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 Alderman Feirer, seconded by Richard Lentz to place on file the minutes of the St. Francis Library Board meeting held on April 10, 2024. Motion carried.

**Approval of Claims:**

Moved by Richard Lentz, seconded by Charles Buechel to approve the April claims as presented. Motion carried.

**Correspondence:**

None

**Public Comments**

None

**Reports:**

*Chairman*

- *None*

*School Representative*

- We had 26 students participate in the Battle of the Books this year. We are finally getting back to pre-pandemic levels of participation.
- Jess and Kathy have been working on setting up the summer reading program promotion in Willow Glen and Deer Creek.

*Friends*

- None

*Director*

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

Moved by Alderman Feirer, seconded by Jennifer Polinski to approve all reports as submitted. Motion carried.

**Unfinished Business:**

- Capital Improvements-MSA Report (discussion/action)
  - Timothy Wendt, PE from MSA Professional Services, was asked by the City of Saint Francis to review the existing HVAC and Fire Protection systems and to evaluate contractor proposals for replacement/service options received. Mr. Wendt provided his feedback and recommendations.
- MOU with the Saint Francis School District
  - No updates.
- Staffing discussion
  - Discussed the library comps based on the 2022 annual report statistics from other area libraries. The budget and circulation of our library is comparable to other libraries in the area.

**New Business:**

- Roof Care Proposal
  - The library received a proposal from NIR Roof Care about our roofing needs. Discussed the proposal for a roof maintenance and care agreement.
- Reading Dog Program
  - A dog owner, who would like to participate in the “Reading to Dogs” program, approached the library about participation. Further discussion is needed before consideration and this item will be moved to unfinished business.

**Adjourn to Closed Session: Roll Call Vote Required:**

Moved by Richard Adamczewski, seconded by Richard Lentz to adjourn to Closed Session pursuant to Wisconsin Statutes 19.85(1) (c) for the purpose of considering personnel related issues, such as the employment, compensation and performance of personnel and the library employee handbook. The following voted “aye”: Adamczewski, Alderman Feirer, Buechel, Lentz, MacAveney and Polinski. Motion carried.

Time: 4:51 p.m.

**Reconvene to Open Session:**

Moved by Alderman Feirer, seconded by Richard Lentz to reconvene into Open Session. Motion carried.

Time: 5:10 p.m.

**Discussion and Possible Action from Closed Session:**

- Strategic Plan: We will all take the proposed survey and make any suggestions for changes before distributing to the public.

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

None.

**Adjourn:**

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

Time: 5:15 p.m.