

**ST. FRANCIS LIBRARY BOARD MINUTES
DATED SEPTEMBER 15, 2022**

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

Also Present: Library Director Amy Krahn, City Administrator Johnsrud and Attorney Brian Waterman

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 Alderman Feirer to place on file the minutes of the St. Francis Library Board meeting held on August 10, 2022. Motion carried.

Approval of Claims:

Moved by Alderman Feirer, seconded by Richard Lentz to approve the August claims as presented. Motion carried.

Correspondence:

None

Public Comments

Lisa Liban, Circulation Director and Jessica Kettner, Youth Services Librarian, both shared comments on wanting the board to reinstate the remote work policy.

Adjourn to Closed Session: Roll Call Vote Required:

Moved by Richard Adamczewski, seconded by Charles Buechel to adjourn to Closed Session pursuant to Wisconsin Statutes 19.85(1) (c) for 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, Frymark, Lentz, MacAvaney and Polinski. Motion carried.

Time: 4:04 p.m.

Reconvene to Open Session:

Moved by Alderman Feirer seconded by Charles Buechel to reconvene into Open Session. Motion carried.

Time: 5:16p.m.

Discussion and Possible Action from Closed Session:

None.

Reports:*Chairman*

- None

School Representative

- The school year has begun, after the summer of construction we are open.
- Jess is working on setting up a schedule to have story times at Willow Glen again.
- Jess, as a part of the Willow Glen Innovation Lab Committee is going to help sort resources and set up the Lab soon.

Friends

- Big bag book sale Saturday, October 1, 2022.

Director

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

Moved by Kathy Frymark seconded by Richard Lentz to approve all reports as submitted.

Motion carried.

Unfinished Business:

- Personnel Manual
 - Topics that were discussed: remote work and unpaid leave for part time employees.
- 2023 Library Budget Draft
 - 2023 Draft Budget Worksheet presented. Moved by Alderman Feirer, seconded by Richard Lentz to present the budget to City Administrator Johnsrud. Motion carried.

New Business:

- ARPA Funds
 - Moved by Alderman Feirer, seconded by Jennifer Polinski to use the ARPA funds to purchase more soundproofing tiles to make the ESL room (or another study room) a virtual meeting room for people to do job interviews, take classes or attend meetings. Motion carried.
- Nalox-ZONE Box
 - The board requested more information from the Health Department. Moved to unfinished business.
- Sprinkler System Recharge
 - Moved by Jennifer Polinski, seconded by Kathy MacAvaney to approve the draining and replacement of the antifreeze solution in the sprinkler system. Motion carried.
- Snow Removal/Landscape Cleanup Proposal
 - Moved by Kathy MacAvaney seconded by Jennifer Polinski to contract for unlimited snow removal and have the NHS volunteer hours to clean and cut the shrubs. Motion carried.

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: 5:58 p.m.