

**ST. FRANCIS LIBRARY BOARD MINUTES  
DATED NOVEMBER 9, 2022**

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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 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 Kathy MacAvaney seconded by Richard Lentz to place on file the minutes of the St. Francis Library Board meeting held on September 15, 2022. Motion carried.

**Approval of Claims:**

Moved by Jennifer Polinski, seconded by Richard Lentz to approve the September and October claims as presented. Motion carried.

**Correspondence:**

None

**Public Comments**

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

Moved by Alderman Feirer seconded by Kathy Frymark 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: 4:02 p.m.

**Reconvene to Open Session:**

Moved by Alderman Feirer, seconded by Kathy Frymark to reconvene into Open Session. Motion carried.

Time: 4:06 p.m.

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

None.

**Reports:***Chairman*

- None

*School Representative*

- Jess has been giving Kathy fliers to post on the Willow Glen Dojo to help inform more parents about library programs for their children.
- In September, Jess came to help set up the Innovation Lab and was able to stop in and talk to teachers about her school visits. The next time she came, every class came.

*Friends*

- Planning a book sale for December 3.

*Director*

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

Moved by Jennifer Polinski seconded by Charles Buechel, to approve all reports as submitted.  
Motion carried.

**Unfinished Business:**

- Personnel Manual
  - Discussed changes and edits that were submitted.
- 2023 Library Budget Draft – Operating and Capital
  - Discussed revenue and projected shortfalls in the coming years due to the amount of money from the state going down. May need to look for ways to reduce costs.
- Snow Removal
  - Approval given at the September 2022 meeting to contract with GreenScapes for snow removal and cleanup. Upon further review, the quote that was provided did not include salting. Amy asked GreenScapes to send a new quote that included salting and has not heard back.

**New Business:**

- 2023 Holidays and closures
  - Moved by Jennifer Polinski and seconded by Richard Lentz to approve the holiday and closures calendar. Motion approved.
- Exam Proctoring Policy
  - Moved by Kathy MacAvaney and seconded by Charles Buechel, to approve the exam proctoring policy. Motion approved.

- Staff Appreciation
  - Moved by Charles Buechel and seconded by Alderman Feirer, to approve a staff appreciation dinner that does not exceed \$450. Motion approved.

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

- None

**Adjourn:**

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

Time: 4:50 p.m.