

**ST. FRANCIS LIBRARY BOARD MINUTES
DATED OCTOBER 11, 2023**

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

Excused: Alderman Feirer

Also Present: Library Director Amy Krahn, Suzi Bales, George Ramponi and Fran Snowden

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 September 6, 2023. Motion carried.

Approval of Claims:

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

Correspondence:

None

Public Comments

None

Reports:

Chairman

- None

School Representative

- Willow Glen was named a 2023 Blue Ribbon School by the US Department of Education. This award was for exemplary achievement. We were one of eight schools in Wisconsin chosen for the award.
- Amy and Lisa worked hard to provide our high school students with a seamless opportunity to register for library cards online. It was promoted in at least half of the ELA classes. Posters advertising it were posted around the high school library and in the student announcements. No students followed through.
- Last Friday, we had the ribbon-cutting ceremony for the addition at the high school.
- The High school library is nearly complete. We have a new projector and screen but are awaiting furniture.

Friends

- Update on recent activities with the Big Bag Book Sale on Saturday, October 14. Discussed possible fundraiser in May or June.

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:

- Annual Giving Campaign
 - Have an outline with a purpose and responsibilities of the campaign. Recruited members from the Friends of the Library along with members from the community to make up the committee. Discussed two possible giving campaign project proposals: Water Bottle Filling Station and a Nursing Room.
 - Moved by Richard Lentz seconded by Kathy MacAvaney, to approve the fundraiser for the nursing room project. Motion carried.

New Business:

- 2024 Holidays
 - Moved by Jennifer Polinski seconded by Charles Buechel, to approve the 2024 holiday calendar. Motion carried.
- Carpet Quote and Painting for Hoppe Room
 - Move by Jennifer Polinski and seconded by Charles Buechel, to approve the installation of carpet squares in the Hoppe Room with a price to be quoted at the November meeting and for the painting of the Hoppe room with the cost not to exceed \$1,000. Motion carried.
- Retirement, Lynda Smith
 - Moved by Jennifer Polinski and seconded by Kathy MacAvaney, to approve the purchase of a \$150 gift card for Lynda's retirement. Motion carried.
- New Position and Description
 - Moved by Richard Lentz, seconded by Jennifer Polinski to approve the new position and description as presented for Jess Kettner to the Head of Youth Services with a raise not to exceed 5%. Motion carried.
- Budget
 - Discussion on the 2024 library budget.

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

Thank you to the City of Saint Francis for cutting the lawn this year.

Adjourn:

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

Time: 5:10 p.m.

