

**ST. FRANCIS LIBRARY BOARD MINUTES  
DATED DECEMBER 13, 2023**

---

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

**Also Present:** Library Director Amy Krahn

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 Jennifer Polinski and seconded by Charles Buechel to place on file the minutes of the St. Francis Library Board meeting held on November 8, 2023. Motion carried.

**Approval of Claims:**

Moved by Jennifer Polinski and seconded by Charles Buechel to approve the November claims as presented. Motion carried.

**Correspondence:**

Thank you card from Linda Smith

**Public Comments**

None

**Reports:**

*Chairman*

- None

*School Representative*

- Jess continues to come to Willow Glen to read to classes.

*Friends*

- The Friends are planning to pay for the holiday lunch for the staff. They are also planning a spring author invite.

*Director*

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

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

**Unfinished Business:**

- Capital Improvements
  - Discussion around the repair of the sprinkler system.

**New Business:**

- Programing Policy
  - Moved by Kathy MacAvaney seconded by Richard Lentz to approve the Programing Policy as written. Motion carried.
- Strategic Plan Update
  - Moved by Jennifer Polinski and seconded by Charles Buechel to approve the strategic plan for 2024. Motion carried.
- Vacation Rollover
  - Moved by Alderman Feirer and seconded by Kathy MacAvaney to approve vacation rollover. Motion carried.
- Amend Employee Policy regarding floating holidays/holidays
  - Moved by Alderman Feirer and seconded by Jennifer Polinski to approve the floating holidays and holidays for 2024. Motion carried.
- Code of Conduct Policy
  - Moved by Charles Buechel and seconded by Jennifer Polinski to approve the amendment to the Code of Conduct Policy to ban sleeping in the library. Motion carried.
- MOU with School District
  - Moved by Alderman Feirer and seconded by Richard Lentz to approve the Memorandum of Understanding from the Saint Francis School District to be a relocation site for Willow Glen. Motion carried.

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

None

**Adjourn:**

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

Time: 4:26 p.m.