

# St. Francis Library Board Minutes

January 22, 2026

**Present:** Steve Wattawa, Richard Lentz, Charles Buechel, Kathy Frymark, Raymond Klug, and Kathy MacAvaney. **Absent:** Evelyn Schaal (excused). **Also Present:** Library Director Amy Krahn, City Attorney Paul Alexy, Lisa Liban, Rick Grubanowitch, City Administrator Mark Jonsrud, and Tom Kietpcynski

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## 1. Call to Order

The meeting was called to order at 4:30 p.m.

## 2. Statement of Public Notice

The meeting was properly posted and noticed as required by law.

## 3. Approval of Minutes

**Motion:** Moved by Richard Lentz, seconded by Charles Buechel, to approve the November 12th and December 10th Library Board minutes. **Motion carried.**

## 4. Approval of Claims

**Motion:** Moved by Richard Lentz, seconded by Charles Buechel, to approve the December claims. **Motion carried.**

## 5. Public Comments

Rick Grubanowitch spoke regarding facility improvements.

## 6. Reports

- **President:** None.
- **School Representative:**
  - The "Battle of the Books" has begun at Deer Creek, including a new second level for 7th and 8th graders. Kathy will provide booklists to Jess.
  - Jess will be joined by Mary for one round of visits to Willow Glen classes before Mary takes over during Jess's maternity leave.
- **Friends of the Library:** Director Amy Krahn reported that Andrew is working on a date for a large book sale, which will feature a special table for high-value items.

- **Director's Report:** \* Last year, the library exceeded 100,000 circulations for the first time since the pandemic.
  - The Director has spent significant time consulting with repairmen regarding building needs. The roofer will return in the spring; the current estimate for repairs across three areas is approximately \$1,800.
  - Programs scheduled for tomorrow are canceled due to inclement weather.

**Motion:** Moved by Kathy Frymark, seconded by Ray Klug, to receive all reports and place them on file. **Motion carried.**

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## 7. Old Business

**a. Social Media Archiving (Discussion/Action)** Staff members have been instructed to turn off comments on posts. Because Facebook does not allow comments to be disabled in advance, this has hindered the staff's ability to post efficiently. It was noted that Instagram and Facebook accounts may need to be separated to facilitate the manual comment moderation required. City Administrator Mark Jonsrud provided input on the city policy manual.

**Motion:** Moved by Ray Klug, seconded by Kathy Frymark, to table the social media archive issue at this time. **Motion carried.**

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## 8. New Business

**a. Review and Approval of Employee Policies and Work Rules (Discussion/Action)** The Board discussed the wording of these policies. Mark Jonsrud and Paul Alexy suggested several revisions. Updated drafts will be presented at the next meeting for final approval.

**Motion:** Moved by Kathy Frymark, seconded by Richard Lentz, to approve the issuance of credit cards to Library Director Amy Krahn, the Adult Services Librarian, the Youth Services Librarian, and the Custodian. **Motion carried.**

**b. Outdoor Sign Replacement (Discussion/Action)** The outdoor sign has been damaged beyond repair. Replacement is estimated to cost over \$25,000 and requires Common Council approval.

**Motion:** Moved by Kathy Frymark, seconded by Kathy MacAvaney, to direct Director Krahn to begin the RFP process and solicit bids for a replacement sign. **Motion carried.**

**c. 2026 Giving Campaign Projects (Discussion/Action)** The Board discussed two proposals: cubbies under the stairs and water bottle filling stations.

**Motion:** Moved by Kathy MacAvaney, seconded by Richard Lentz, to proceed with the water bottle filling stations as the project for the next giving campaign. **Motion carried.**

**d. MSA Building Assessment (Discussion)** Library Board Members were directed to review the MSA assessment in detail and submit any questions to Amy Krahn prior to the February meeting.

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## **9. Board Member Comments**

- Kathy Frymark thanked the City for diligent snow removal on library grounds and commended library employees for taking on additional snow removal duties.
- Kathy MacAvaney proposed that Board members take greater ownership of the Board's decision-making processes and organizational structure.

## **10. Adjournment**

**Motion:** Moved by Kathy MacAvaney, seconded by Richard Lentz, to adjourn at 6:15 p.m.  
**Motion carried.**