



9151 West Loomis Road
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www.FranklinPublicLibrary.org

Franklin Public Library Board of Trustees Meeting
6:00 p.m., November 25, 2013
Sievert Family Community Room
Franklin Public Library, 9151 West Loomis Road, Franklin, Wisconsin

AGENDA

- I. Call to Order and Roll Call – D. Adam
- II. Public Comment/Visitors
- III. Correspondence
- IV. Approval of the Minutes
 - a. Board of Trustees Meeting, October 28, 2013 (Attachment A)
 - b. Finance Committee Meeting, November 12, 2013 (Attachment B)
 - c. Personnel Committee Meeting, November 13, 2013
- V. Finance Committee – T. Loew
 - a. Approval of Vouchers and Invoices
 - b. Treasurer’s Report (Attachments C, D)
 - c. Petty Cash Account (Attachment E)
 - d. Budget for Fines Account (Attachment F)
- VI. Report from Alderman D. Schmidt on City of Franklin Matters
- VII. Report of the President – D. Adam
- VIII. Report of the Director – R. Muchin Young
 - a. Monthly Activity of Director & Library, including Upcoming Events (Attachment G)
 - b. Circulation Report and Trends (Attachment H)
 - c. Website (Attachment I)
- IX. Report of the Friends of Franklin Public Library – D. Oleson
- X. Report of the Franklin Public Library Foundation – D. McKnight
- XI. Building and Grounds Committee – D. McKnight
- XII. Personnel Committee
 - a. General information.
 - b. Library administrative aide job description.
 - c. Library staffing for 2014
- XIII. Other Business
 - a. Extension of Friday Hours (Action Requested)
 - b. Change in Fines Account from Money Market to Business Advantage Checking (Action Requested)

- c. Change in Donations Account from Business Savings to Business Prime Money Market (Action Requested)
 - d. Requirement to have two signatures on any Fines Account check of \$1,000.00 or more (Action Requested)
- XIV. New Business
 - a. Review of Meeting Room Policy (discussion)
 - b. Schedule to Review Policies (discussion)
 - c. Proposed Calendar for 2014 (Attachment J) (Action Requested)
 - d. Other
- XV. Future Meeting Date(s) and Agenda Item(s)
 - a. Next Regular Trustees Meeting: Monday, December 16, 2013, 6:00 p.m.
 - b. Other
- XVI. Adjourn

Agenda dated 11/21/13

Notice is given that a majority of the Common Council may attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Council per State ex. Re. Badke v. Greendale Village Bd. even though the Council will not take formal action at this meeting.