

**Franklin Public Library Board Minutes (Corrected)
Special Meeting held February 13, 2013,
Franklin Public Library, Seifert Room
9151 W. Loomis Road, Franklin, WI**

Call to Order at 6:02 by President Dave Adams.

Present: Dave Adam, Karen Wesener, Dennis McKnight, Tom Loew, Mike Karolewicz, Bonnie Martins, Diane Oleson, DFoug Schmidt and Library Director Barbara Roark. Dr. Steven Patz excused.

The meeting was called to discuss the short term goals for the Director Barbara Roark. A list of these goals had been prepared by the Director and was discussed and decided on in the order listed.

Develop a checklist for all levels of staffing and what they should know:

Discussion held regarding a checklist being developed with key staff members for the policies and procedures used in the library. These procedures should be listed in a manual and on-line. It should include emergency procedures and a listing of Board members and other information as appropriate. Staff could be tested on the information as part of their yearly evaluations.

5 Year Personnel Plan:

Discussion held regarding successor planning for the administrative staff should be a priority based on projected retirements. Input from the Board will be necessary regarding the status of library and future plans. Staff will need new and/or different skills and a training program needs to be instituted to achieve this. It is expected that the library could be a destination place for entertainment as well as reading and research.

Outreach and Promotion:

Discussion held regarding the need for advanced technology and social media. Determination needs to be made as to the responsibility for the different technologies and it may be necessary to coordinate some of this with the City. There should also be contact with the school system in some way to coordinate issues where possible. This was done in the past prior to the school personnel cuts. The Library Board should also have a technology group and our own employee, Sara Stoecker, who is pursuing her degree in library science could be helpful in informing us as to what can expected to be happening to libraries in the future.

Wish List:

Discussion was held regarding the need to develop this list and it should be prioritized according to need and cost. It is important that staff be involved so that we meet the needs of the various programs.

Programming/Media Personnel:

Need to have a position description and determine how this position will be filled.

Space Planning:

Continue to work with Board on new spaces and reconfiguration of existing space.

Building and Grounds report by D. McKnight regarding plumbing problems in men's room. Alpine plumbing will work with Scott Thinnes to solve the issues.

Next Regular Meeting Date- February 25, 2013

Motion to Adjourn by D. Adams. Seconded by B. Martin. Motion carried