

**Minutes of the Franklin Public Library Board of Trustee (Corrected)
January 28, 2013**

The regularly scheduled meeting of the Franklin Library Board of Trustees was held January 28, 2013 in the Sievert Room, 9151 West Loomis Road, Franklin, WI 53132. The meeting was called to order by President, D. Adam 6:05 pm.

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

Public Comment /Visitors: Scott Thinnas

Approval of Minutes from December 17, 2012: M. Karolewicz moved that the word "Committee" be replaced with the word "Board" in fifth and sixth sentences in the paragraph "Presentation by Austin Hamlin". Moved to approve amended minutes by M. Karolewicz. Seconded by T. Loew. Motion carried. Move to approve the Special Board minutes of January 16 2013 by D. Adam. Seconded by K. Wesener. Motion carried.

Committee Reports

Finance Committee: Motion made by T. Loew to approve the payment of \$2,347.66 for invoices and vouchers for 2012. D. Oleson seconded. Motion carried. D. Schmidt made motion to approve the amended amount \$23,47.66 for invoices and vouchers for January, 2013. B. Martins seconded. Motion carried. Because of the number of technical programs we pay for, D. Adam suggested that we may want at some time in the future to have some demonstrations or explanations of these various computer programs or equipment, i.e. shoutbomb and ecommerce. A memo from the City Accounting Supervisor, Tom Bakalarski, indicates that the Library owes the City \$278.19 for 2012 sales tax on copies and printing. Motion made to pay this bill by D. McKnight. Seconded by D. Adam. Motion carried.

Report on City Matters from D. Schmidt: Nothing specific to report at this time.

Buildings and Grounds Committee: D. McKnight reported that Adair Flooring has completed the carpeting in the Fadrow Room, closets and hallways and that it looks very good. We have several cartons of carpet tiles for future use. D. Oleson suggested in an effort to extend the life of the carpet we may want to replace any worn or damaged carpet using the carpet tiles from the storage closets first as these are large area that do not get any appreciable wear. This is the advantage of choosing tiles as opposed to broadloom. D. McKnight reported that there was a stopped up pipe in a men's room urinal which potentially could have meant digging up the floor, however this seems to have been taken care of and he will report the outcome at next meeting.

Meeting Room Contracts: President D. Adam suggested that we do the update on the Study Room contracts as a courtesy to guest Scott Thinnas. Briohn Building Corp submitted a preliminary budget for the work at a cost of \$47,000. MSI General Corp submitted a proposal for the work at a cost of \$43,750. Scott Thinnas clarified various aspects of the contracts. D. Adam will check on some things in the contract that need clarification and he made a motion that we proceed with MSI and he will have further discussion on windows and ceiling with a not to exceed price of current proposal. D. Schmidt seconded. Motion carried. Discussion was held with Scott outlining the contract procedure, such as review of plans, expediting the contract, meeting with City Building Inspector and City Attorney to review contract. The construction should take about 3 weeks and there is the project of moving shelves and books before the work can commence. D. McKnight and Scott Thinnas checked the wall construction and determined that the walls around various rooms go all the way to the roof structure and this should be done in the construction of the study rooms.

Personnel Committee: D. Adams made a motion that we move into executive closed session, pursuant to Wisconsin Statutes 19.85(1)(c) to consider Director's evaluation/review. Individual polling of board members-all ayes. Motion carried. Back into open session at 7:40. D. Adam read letter to City of Franklin Human Resources regarding Director's Outstanding performance. Letter to be placed in her file.

2013 Personnel and Position Adjustments: Letter submitted from City Administrator Mark Lubberda outlining steps to be taken to align positions with the Board's intent and informing the Board that they will be working on our personnel and position adjustment requests for submission to the City's Personnel Committee on February 18, 2013 and to the Common Council on February 29, 2013.

New Business:

Meeting Calendar –All agreed to meet the fourth Monday of each month except for May when moved to Tuesday, May 28th and December moved to December 16th.

Wish List- Discussion held and list to be reworked according to priority and price to make it easier for potential donors what they would like to give in which area and for what price.

Changing entertainment DVD periods and fines- After discussion it was determined that this should be tabled for further consideration.

Friends Update: D. Oleson reported that there is to be a Book Sale Thursday, January 31st to February 10th in the Book Nook. Primarily for Children's and Young Adult books. Included will be past issues of adult magazines.

Foundation: D. McKnight reported that the Foundation has a new member, Matt Haas with 2 other members under consideration.

President's Report: D. Adam presented a Franklin Public Library Board of Trustees Commitment Form outlining the duties and responsibilities that are incumbent on each Board Member. He requested that each member sign and return it.

Nominating Committee: B. Martins presented the Slate of Officers as the same as currently serving. D. Adam asked for nominations from the floor. None offered. Nominations closed. Current officers of the Board to be duly elected by acclamation. Motion made by T.Loew. Seconded by K. Wesener. Motion carried.

Directors's Report: Director B. Roark presented her list of Short and Long Term goals. After discussion it was decided to convene a special meeting to discuss this matter.

Next Meeting Date: Monday, February 25, 2013

Adjournment: Motion by M. Karolewicz. Seconded by D. Schmidt. Motion carried.