

Approved 12/16/2013

Minutes of the Franklin Public Library Board of Trustees Regular Meeting, November 25, 2013 held in Franklin Public Library Sievert Room 9151 W. Loomis Rd. Franklin, WI

Called to order by Vice President Dennis McKnight at 6:00. President Dave Adam arrived at 6:05.

Roll Call: Present: Karen Wesener, Alderman Doug Schmidt, Mike Karolewicz, Tom Loew, Dennis McKnight, Bob Donohoo, Diane Oleson, and Rachel Muchin Young. Excused: Dr. Steve Patz.

Public Comment/Visitors: Judy Roberts, President of the Friends of the Franklin Public Library addressed the Board and commented on the new computer scanning procedure which allows faster processing for Jarod Cronk's selling of the used books on Amazon.com.

Correspondence: Thank you note from Ed Thomas for the Veteran's Day reception.

Approval of the Minutes from October 28, 2013. Motion carried to accept the draft minutes as amended. Minutes from the Finance and Personnel Committees were approved by the respective Committees and Board approval not necessary.

Committee Reports:

Finance Committee: Motion made by Tom Loew to approve the expenditures totaling \$17,555.28 for invoices and vouchers. Motion carried. Tom explained there is a new system for accounting from the city. Discussions were held regarding (1) the replacement responsibility for the multiple outdoor flags on the southwest side of the building; (2) the new petty cash account; and (3) that there will be more fine tuning of the accounting procedure for the fines account.

City Matters: Alderman Doug Schmidt reported that the City budget was approved. Also the position of Administrative Aide for the library was approved.

Presidents Report: D. Adam will appoint a nominating committee to solicit nominees for the positions which will expire in the coming year.

Director's Report: R. Muchin Young reported that Maureen Walton is the new Circulation Supervisor and will replace Robotewskyj who will be the new Administrative Aide per her request for fewer hours. A new computer is needed to accommodate the new data system and to be able to network with the City. An explanation was given of the Freegal and the Hoopla computer systems for downloading , music, books, and movies. These systems will be compared and brought back to the Board at a later date. The Circulation Report of books and materials indicates a downward trend. A discussion was held regarding the fact that these figures alone can be misleading and if Ebook circulation is added it then indicates an increase. It also does not indicate the number of patrons who come into the library to use computers, attend classes and programs, who use materials without checking them out, or services such as copier and FAX. All these numbers for the various services offered indicate that the library is truly a "learning center" rather than a repository for book circulation. To provide a more comprehensive site to indicate these services and more, a web site design firm has been contacted for an initial investigation into a new web site which will combine the library, the Foundation and the Friends into one encompassing site. This idea has been heartily agreed to by the Foundation and the Friends.

Friends Report: J. Roberts had already given an update of the book scanning being done. In response to a request by the Library Board for a copy of the Friends minutes, Ms Robert indicated that as a

private organization the Friend's member may object to having the minutes of their meetings made public and will instead provide a synopsis of the Friend's future meetings. The next meeting being in March.

Foundation Report: D. McKnight reported that the Foundation is considering several ideas for raising funds. The Library web site will be helpful to the Foundation in their endeavors.

Building and Grounds Committee: D. McKnight reported that the front door and fireplace repairs have been done. A meeting of the Buildings and Grounds Committee will be scheduled to address the advertising policy in the library.

Personnel Committee: B. Donohoo reported that a meeting was held on November 13th. The City will be asked to include library personnel in the "Classification and Compensation" study if not already included.

Other Business: A motion made and seconded to extend the Friday hours from 5pm to 6pm to accommodate patrons who may need materials for the weekend. A motion made and carried to change the Fines Account from Money Market to Business Advantage Checking. A motion made and carried to change the Donations Account from Business Savings to Business Prime Money Market. A motion made and carried requiring two signatures on any Fines Account check of \$1,000 or more. These signatures will be Library Director and Library Board Vice President.

New Business: Changes to the calendar regarding Easter postponed to next meeting. Motion made and carried to accept the Board Calendar for 2014.

Next Meeting December 16, 2014

Meeting adjourned at 8:05. Motion carried.