

**Minutes of the Franklin Public Library Board
October 22, 2012**

The regularly scheduled meeting of the Franklin Library Board of Trustees was held October 22, 2012 in Sievert Room, 9151 West Loomis Road, Franklin, WI 53132. The meeting was called to order by President, D. Adam 6:04 pm.

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

Citizen Comment: Judy Roberts, President of the Friends of the Franklin Library came before the Board to ask if there is a procedure for acquiring furniture for the library. She feels that there is not enough display space or kiosks to advertise programs and businesses. She would like the Friends to procure a piece of furniture for this purpose. It was determined that she will work with the Library Director to choose something that may be appropriate and return to the Board after conferring with the Friends.

Approval of Minutes from September 24, 2012: Moved to approve by T. Loew. Seconded by D. McKnight. Motion carried.

Committee Reports

Finance Committee: Motion made by T. Loew to approve the payment of \$22,984.99 for invoices and vouchers. S. Patz seconded. Motion carried.

2013 Budget: It seems that there was some miscommunication regarding the \$18,000 increase for the library. But the budget is on track.

Report from Alderman D. Schmidt on City matter: There are new procedures for the budget process and consequently things are delayed.

New Business:

Food and Beverage Policy- Director Roark presented a policy which was a compilation of policies used by other Libraries. Discussion was held regarding the various points. It was decided that Item #4 of the policy be changed from “encouraged” to “may only”. The policy passed as amended.

Phone Service – The phone system will be changed so that the answering system will state the name, address, hours and web site. It will be determined after 3 months if this will suffice or if more is needed. Also check into removal ear pieces so only one headset is needed and each person will need only their own ear piece rather than a whole head piece thereby saving funds.

Security System –no report

Building and Grounds Committee: Director Roark will meet with contractors regarding carpet tiles. D. McKnight reported that the dirt fill has not been completed at this time.

Personnel Committee: The Library Director evaluations have been turned in by the Board members. Director Roark presented her long and short term goals adding completion dates as suggested by M. Karolewicz. Discussion was held regarding various points. Under short term goals (A) it was decided that circulation data will be done every 6 months. (C) will be given a deadline of June 30th. (D) develop a job description for a programming/media person to see if it can be done with an existing position. (E) remove this point (F) becomes (E) develop a checklist of information which can included in annual review for staff (G) becomes (F) develop a list of possible donation items and cost of each with list to be reviewed in January and July each year, (H) becomes (G) develop a 5 year Personnel Planning for successor planning of staff. Long term goals are tabled until next meeting.

Friends of the Library: D. Oleson reported the Children’s Resale brought in approximately \$2,300 to the Friends. She is checking into various outdoor types of signs and has talked to Fred Baumgart. This might be a project that the Friends can donate to or a benefactor if possible.

Foundation Report: D. McKnight reported that Foundation has three new members but still need another three. One of which should be able to take on the treasurers assignment. Board members asked to investigate contacts for interested parties.

President's Report: D. Adam reported that 2 contractors had been solicited for proposals. Briohn of Brookfield sent a quote for \$37,000 to cover the cost of construction of a 6 person and an 8 person room exclusive of furniture. The matter will be taken up again when the second proposal is received. The Trustee Job Description/Commitment was tabled.

Director's Report: Library Director B. Roark reported that circulation is down as it is at all other libraries. In the past month she has attended several meetings both in and outside of the library and has participated in numerous activities and programs. There are several upcoming events and the requests for use of the library far exceed the available space so that programs get scheduled far out into the future for some groups. Upcoming events include several children's and family programs, the apron program which began today as well as art and floral décor programs.

Next Meeting Date: Monday, November 26, 2012

Adjournment: Motion by K. Wesener. Seconded by M. Karolewicz. Motion carried.