

Approved 01/27/2014

**Minutes of the Franklin Public Library Board of Trustees Regular Meeting, October 28, 2013** held in Franklin Public Library Sievert Room 9151 W. Loomis Rd. Franklin, WI

Called to order by Vice President Dennis McKnight at 6:04.

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

**Approval of the Minutes from September 23, 2013.** Motion carried to accept minutes.

**Correspondence:** Invitation from Austin Hamlin to attend his Eagle Scout Induction on November 3, 2013. Letter from Attorneys for Christine M. Schmidt regarding a bequest of \$10,000 to library.

**Committee Reports:**

**Finance Committee-** Motion made by Tom Loew to approve the expenditures totaling \$17,708.12 for invoices and vouchers. Motion carried. Credit cards not feasible at this time. Finance Committee will meet in the near future for year end wrap up.

**City Matters-** Alderman Doug Schmidt reported that City budget will again be considered next week.

**Presidents Report:** D. McKnight reported that President D. Adam has appointed Bob Donohoo as chairperson of the Personnel Committee.

**Director's Report:** R. Muchin Young reported that Franklin Family Safety Day will be on June 21, 2014 in conjunction with the Fire, Police and Health Departments. Two shelvers have resigned. Reports indicated that circulation is still down. The following action items were addressed as action items under:

**Other Business:** Motion made and carried to close library to the public on January 29, 2014 as MCFLS is updating the Integrated Library System and computers will not be available to staff or public. This day will be used for staff development. Motion made and approved to create a petty cash account in the amount of \$125. Motion made and carried to enter into the Biennial MCFLS agreement. Motion made and carried to approve the position description of Administrative Aide. After much discussion the motion was made and carried to approve plan B of the Staffing Recommendations for 2014, subject to ratification by the Personnel Committee. This option will enhance quality control of technical service, staff levels will more closely meet the needs of the library, scheduling will be easier, elimination of unbudgeted personnel costs, eliminate overtime for regularly scheduled hour and most importantly – it will mean no layoffs and will save over \$56,000 in wages, overtime and FICA.

**Friends Report-** D. Oleson reported that she was unable to attend the Friends meeting. It was suggested that the Library Board should receive a copy of the Friends meeting minutes so as to be aware of their projects and activities. The Director will make this request of the Friends.

**Foundation Report-** D. McKnight reported that the Foundation is in discussions regarding plans for raising funds.

**Building and Grounds Committee-** D. McKnight reported on the new lights in the lobby. Also that the shrubs in front of the Franklin Library sign need to be trimmed so as not to obscure the sign.

**New Business:** M. Karolewicz asked that the issues of “Wish List” and “Long Term Goals” be discussed in future meetings. This will be included on future meeting agendas.

**Next Meeting November 25, 2014**

**Meeting adjourned at 7:35 p.m.** Motion carried.