

**Franklin Public Library Board of Trustees**  
**Meeting Minutes**  
**September 24, 2007**

The regularly scheduled meeting of the Franklin Public Library Board of Trustees was held September 24, 2007 in the Sievert Room, 9151 W. Loomis Road, Franklin, WI 53132. The meeting was called to order at 6 p.m. by President Don York

**Present:** Don York, Karen Wesener, Dennis McKnight, Judy Roberts, Pat Dallmann, Bonnie Martins and Library Director Barbara Roark. **Absent:** Jackie Ignatowski, Ed Devinger, Alderman Tim Solomon (all excused).

**Public Participation and Visitors:** None

**Minutes:** D. McKnight made a motion to approve the minutes of August 20, 2007. J. Roberts seconded. The motion carried with D. York abstaining.

**Circulation Report and Internet Usage:** B. Roark reported we are slightly ahead of last year for total circulation. It was another good month for internet usage.

**Finance Committee:** J. Roberts moved to approve vouchers in the amount of \$10,085.83. B. Martins seconded. The motion carried. It was suggested that meeting room fees be an agenda item for next months meeting. **2008 Budget:** B. Roark said that in the next 7-10 days someone from the City of Franklin Finance Committee will meet with her to review the budget, prior to the City Finance Committee Meeting.

**Personnel Committee:** D. McKnight read the compilation of the reviews that Personnel Committee Chair E. Devinger compiled. The Board President and B. Roark will sign and then the Personnel Committee Chair will keep a copy, the City of Franklin Human Resources Department receives a copy and so does B. Roark.

**Buildings and Grounds:** D. McKnight reported the fireplace is in parts and that we are still waiting for a part but it should be done soon. Also, B. Roark needs to check that signage is up in the Fireplace Area for the Sullivan Family.

**Foundation Report:** No report.

**President's Report:** No report.

**Director's Report:** B. Roark presented her monthly activity report. She said the ADA workstations obtained through a Community Development Block Grant have been installed. Keri Miller was hired as the new Youth Reference Librarian. She had been at Hales Corners and most recently at the Indian Trails District Library in Wheeling, IL. We have filled the 4 student shelver positions. She included last seven years of Friends Book Sales and this was the best year ever for the sale. She has been attending various continuing education programs; one was on record retention and another on customer service. She said the library would be receiving a paper shredder courtesy of the AARP Fraud Fighters. It primarily is for Seniors but anyone can use it.

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**MCFLS Update:** All the libraries except West Allis have signed the MCFLS agreement 2008-2011.

**Program Updates:** September 27th, Basic Sushi Cooking Class

October 3<sup>rd</sup> Wisconsin Barn's Touchstones to the Past

October 8<sup>th</sup> AARP Shredder Presentation 10:30am

College Fair at Franklin High School

October 10<sup>th</sup> Sweet Health for Men and Women

October 11<sup>th</sup> School Librarians Meeting – Forest Park Middle School

Family Program-Colin O'Brien

October 16<sup>th</sup> Health Fair/Flu Clinic

October 18<sup>th</sup> Foundation Meeting

Afternoon Tea-Cooking Class

### **New Business:**

**Expanded or Enhanced Microphone/Sound System:** Don Horack from Select Sound came out and checked the sound system and microphones. He did recommend that batteries be changed often and that people use the microphones close to their mouths. He did not recommend any changes at this time. We have a pretty comprehensive system. He did say make sure the A& B switch is on if using in both rooms.

**Records Retention Information:** B. Roark presented the information from the State Historical Society on records retention. This information will then be compared with the City of Franklin. B. Roark will review with library and city staff and make a recommendation at the January meeting.

**Long Range and Strategic Plan:** B. Roark met with City Administrator Mark Luberda. He said there are many types of strategic/long range plans that can be done. The board first must determine what type of plan they want and then determine if they would need a budget for it. He knows of a couple of facilitators that could be used.

**ADA Workstation Policy:** D. McKnight moved to approve the ADA workstation policy as presented. And if changes are needed it could always be brought back to the board. P. Dallmann seconded. The motion carried.

**Friends Update:** J. Roberts said the Friends were donating \$3,000.00 for Playaway books and \$2,500.00 for the School Collection. She invited everyone to both the Wine Tasting and the Divas and Divine Desserts. She said she met with the City Attorney and he reviewed the Friends Bylaws and said they have no meat in them. J. Roberts explained there is a committee set up to review them. One issue in particular they will review is Friends Sponsorship and meeting room usage. Currently, the Friends sponsor 4 groups: The Friendly Quilters, The Quilting Bees, The Knitting Club and Hula for Health. It was suggested that she write up something to give the library board prior to the meeting explaining the situation. She agreed to do that.

**Next Meeting Date: Monday October 22, 2007**

**Adjournment:** D. McKnight moved to adjourn. J. Roberts seconded. The motion carried and the meeting adjourned at 7:24 p.m.