



9151 West Loomis Road
Franklin, Wisconsin 53132
414.425.8214 FAX: 414.425.9498
www.FranklinPublicLibrary.org

Franklin Public Library Board of Trustees Meeting
6:00 p.m., October 28, 2013
Sievert Family Community Room
Franklin Public Library, 9151 West Loomis Road, Franklin, Wisconsin

AGENDA

- I. Call to Order and Roll Call – D. McKnight
- II. Public Comment/Visitors
- III. Correspondence
- IV. Approval of the Minutes from September 23, 2013 (Attachment A)
- V. Finance Committee – T. Loew
 - a. Approval of Vouchers and Invoices
 - b. Treasurer's Report (Attachments B, C)
- VI. Report from Alderman D. Schmidt on City of Franklin Matters
- VII. Report of the President – D. McKnight
 - a. Appointment of Personnel Committee Chair
- VIII. Report of the Director – R. Muchin Young
 - a. Monthly Activity of Director & Library, including Upcoming Events (Attachment D)
 - b. Circulation Report and Trends (Attachment E)
 - c. Staff Development Day (Attachment F)
 - d. Incident Reports (Attachment G)
 - e. General Staffing Overview & Recommendations Options (Attachment H, I)
 - f. Status of Credit Card (Attachment J)
 - g. Status of Petty Cash Account (Attachment K)
 - h. Website
- IX. Report of the Friends of Franklin Public Library – D. Oleson
- X. Report of the Franklin Public Library Foundation – D. McKnight
- XI. Building and Grounds Committee – D. McKnight
- XII. Personnel Committee
- XIII. Other Business
 - a. Petty Cash Account (Action Requested)
 - b. MCFLS Member Agreement (Action Requested)
 - c. Staff Development Day/Closed to Public (Action Requested)

- XIV. New Business
 - a. Administrative Aide Job Description (Attachment L) (Action Requested)
 - b. Other
- XV. Future Meeting Date(s) and Agenda Item(s)
 - a. Next Regular Trustees Meeting: Monday, November 25, 2013, 6:00 p.m.
 - b. Other
- XVI. Adjourn

Agenda dated 10/22/13

Notice is given tht a majority of the Common Council may attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Council per State ex. Re. Badke v. Greendale Village Bd. even though the Council will not take formal action at this meeting.