

**Minutes of the Franklin Public Library Board
Library Board of Trustee on August 27, 2012**

The regularly scheduled meeting of the Franklin Library Board of Trustees was held August 27, 2012 in Sievert Room, 9151 West Loomis Road, Franklin, WI 53132. The meeting was called to order by President, Dave Adam at 6:02 pm.

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

Approval of Minutes from July 23, 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 \$13,711.266 for invoices and vouchers. D. McKnight seconded. Motion carried. Motion made by B. Martins to pay from the fines account the invoice from Integrated Security Systems. The new system was effectively used in the past week for an incident which involved the police. The motion was seconded by D. McKnight. Also presented was the invoice from Evanced Solutions for the subscription for Room Reservation software. Staff will be encouraged to request patrons use the program registration software as this helps provide additional information and statistics.

2013 Budget: Director Roark presented a plan regarding changes in staffing during the absence of the Young Adult librarian. The City budget needs to be reworked as to Personnel Services.

Report from Alderman D. Schmidt on City matter: Alderman Schmidt reported that the Council addressed the use of new recycling bins, Crystal Ridge and Meijers developments.

New Business:

Phone Service –it is possible to do messaging and have head sets for staff. The cost would be for the programming time and head sets. A 3 week study will be done to determine necessity for head sets.

Security System – Director Roark explained the recent events regarding DVD theft and another incident requiring the police. She will check on the cost of additional cameras in other parts of the library and she will put up warning signs containing the theft ordinance.

Building and Grounds Committee: D. McKnight reported that the Pergola Project by Eagle Scout Austin Hamlin has been canceled as the project demands became more difficult and complicated. The Finance Committee addressed the issues of carpet and lobby tiles, mudjacking on patio, window tuck pointing and coping needs on outside of building which all need to be done this year per our budget.

Personnel Committee: Youth Librarian Keri Whitmore will be retained after her maternity leave. There will be a current staff member designated as an intern who will fill in this position during her absence. In June, 2013 the intern will be changed to 30 hours per week if possible. The Library Directors evaluation form was presented and approved and the Director will provide a list of her goals for the following year.

Friends of the Library: D. Oleson reported that the Book Sale set up has started and the sale will be held on the September 6, 7, 8, and 9. A bin has been placed at Innovative Health for collection of books for the Book Nook. There are volunteers who will retrieve these books and deliver them to the library on a regular basis. The Children's Clothing sale will be held on September 22. The Book Nook and the annual Book Sale managed by D. Oleson and the two Children's Clothing and Rummage sales managed by K. Wesener are the biggest fund raisers for the Friends bring in approximately \$15,000 per year.

President's Report: D. Adam reported the Space Planning Committee is looking at several "Design to Build" firms.

Director's Report: Library Director B. Roark reported that circulation is up. Director's activities for the month included her attendance at several committee meetings and programs including the "matching funds" campaign. We also received a gift from the Numismatic Society.

Upcoming events include Family Fun Story series, Gift of Wings, Drought Free Lawn and Wetland Gems programs. Please refer to Library calendar for complete listings of programs and events.

Next Meeting Date: Monday, September 24, 2012

Adjournment: Motion by M. Karolewicz. Seconded by D. Schmidt. Motion carried.