

Approved 01/27/2014

Minutes of the Franklin Public Library Board of Trustees Regular Meeting, December 16, 2013 held in Franklin Public Library Sievert Room 9151 W. Loomis Rd. Franklin, WI

Called to order by Vice President Dennis McKnight at 6:00. President Dave Adam arrived at 6:10 to chair meeting.

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

Public Comment/Visitors: Judy Roberts, President of the Friends of the Franklin Public Library, Janet Port and Shirley Koehler.

Approval of the Minutes from November 25, 2013. Motion carried to accept minutes as amended.

Committee Reports:

Finance Committee- Motion made by Tom Loew to approve the expenditures totaling \$4,747.81 for invoices and vouchers. Motion carried. Explanations were made regarding the new Revenue and Expenditure Report for the City of Franklin and the changes to the Funds Accounts: the Money Market account changed to Business Advantage Checking Account and the Donations Savings Account changed to Donations Money Market Account. The petty cash account was also presented and reviewed.

City Matters- Alderman Doug Schmidt reported that the library personnel will be included in the study being done for the City regarding salary structure for all employees. The City has sent letters to all employees including Library personnel regarding no raises being granted on January 1st due to the "Classification and Compensation" study. This issue discussed later by Bob Donohoo as a member of the Library Board Personnel Committee.

Presidents Report: President D. Adam has appointed Bob Donohoo to the Personnel Committee and requested that he meet with the City Administrator to discuss the responsibility regarding employee raises.

Director's Report: R. Muchin Young reported that the fireplace had been repaired in time for the tree lighting ceremony. Also the library will be purchasing two kiosks to replace the current kiosks which hold informational materials in the lobby. One of the kiosks will be designated for the Friends. This is being done to give the lobby area a more uniform appearance. A listing of Library Board Policies was presented and the Director will be reviewing them for updating in the order of importance. Some of the policies may need to be revised and will be presented to the Board for approval. The policies will also be entered on the new web format so as to be accessible to all. A job description for Programming and Outreach Coordinator has been drafted. This position would be part time with a focus mainly on programming with some circulation duties. There is money in the budget for this position and after approval by Personnel Committee, Library Board, City Personnel Committee and Common Council the position can be posted and filled. Also a new Public Display Policy has been drafted. Discussion was held regarding various aspects of the policy and it will be presented again at January meeting.

Friends Report- Diane Oleson explained that the Friends have not met and will not meet until March. She asked Judy Roberts, President of the Friends for additional comments. Judy listed the funding

provided by Friends and their field trip to view Jarod Cronk's operation.

Foundation Report- D. McKnight reported that the Library Director on behalf of the Foundation has sent out a fund raising letter to members of the community.

Building and Grounds Committee- D. McKnight reported that the Buildings and Grounds Committee met to discuss the Library policy regarding Public Display Policy. The policy as drafted was summarized by the Director. Some of the policy will need legal clarification and a motion was made to carry the matter over to January. Motion carried.

Personnel Committee: B. Donohoo summarized for the Board the status of wages and fringe benefits for library employees from both monetary and who makes the decisions viewpoints. The information was contained in material previously distributed to the Board. The Board makes the final decision on wages for the three employees who are not civil service and makes the final decision on fringe benefits for all employees. The following motion was made, seconded and carried: It is the wish of the Library Board that all City of Franklin Library personnel be included in the study/review of City of Franklin positions that will be conducted in 2014. The following motion was made, seconded and carried: that no action will be taken at this time by the City of Franklin Library Board in relation to any 2014 wage adjustments for library director, assistant library director and circulation supervisor because of the review of those positions that will be conducted by the City of Franklin in 2014. The issue of fringe benefits was discussed and the Board recognized that the status quo, based on the June 25, 2012 resolution which addressed these matters, is that fringe benefits of library personnel shall be/are the same as other city employees.

Nominating Committee: Presented the following slate of officers: President-Dennis McKnight, Vice President-Tom Loew, Secretary Karen Wesener, Treasurer-to be presented at a later date.

Other Business: Public Display Policy presented and summarized by Director. Discussion held and motion made and carried to postpone adoption until January when R. Muchin Young will have clarification of certain items listed on the proposed policy. Proposed calendar for 2014 was presented and motion made and carried to accept calendar with the inclusion of the closing of the Library on Sunday, April 20, 2014 for Easter Sunday.

New Business: Director presented a listing of Library Policies and dates when last updated. Director will prioritize the list for Board to start updating if necessary.

Next Meeting January 27, 2014

Meeting adjourned at 7:50. Motion carried.