

**Franklin Public Library Board of Trustee Meeting Minutes  
February 27, 2012**

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

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

**Public Comment:** None

**Approval of Minutes from January 23, 2011:** T. Loew moved to approve the minutes, B. Martins seconded. Motion carried.

**Committee Reports**

**Finance Committee:** Motion made by T. Loew to approve the payment of \$17,392.90 for invoices and vouchers. D. McKnight seconded. Motion carried. Motion made by D. McKnight for payment of sales tax of \$344.87 from the fines account. Seconded by T. Loew. Motion carried.

**Report by Alderman Schmidt on City matters:** Nothing to report at this time.

**Strategic Planning Operational Assessment Committee:** M. Karolewicz reported that the survey is wrapped up and a summary appears in the City Newsletter. The report will be given to the Strategic Planning Committee.

**New Business:** Director Roark explained the Wisconsin Department of Public Instruction Annual Report and Data. Discussion held regarding report and the increase in e-books and e-audio service requests. Motion made by D. Oleson to accept the report and affirm the effectiveness of the public library system. Seconded by K. Wesener. Motion carried. The Library Board schedule was discussed and it was agreed that meetings will be held on March 26, April 23, May 22, June 25, July 23, August 27, September 24, October 22, November 26 and December 17th.

Discussion was held in regard to the set up/description of the goals for the Director position and for a programming person. It was decided that Board Members would be assigned as follows: D. Adams-develop a programming person; M. Karolewicz-implement survey items and space planning; D. McKnight -Building and Grounds maintenance and repair; D. McKnight-10th Anniversary Planning; B. Martins-review and update position descriptions; D. Oleson-media person, marketing and programs.

Discussion held regarding Wish List for Library Foundation and the Director will meet with Foundation and staff for suggestions.

**Building and Grounds Committee:** D. McKnight reported on security system and committee will meet to look into the issues.

**Friends of the Library:** D. Oleson reported that the Friends did not meet. Sales are going well and it was determined that this use of space may be more valuable than using it as a refreshment area. K. Wesener reported that the Friends are holding their Children's Rummage Sale on March 24th at the Library and City Hall.

**Personnel Committee:** B. Martins: no report.

**Foundation Report:** D. McKnight reported that the Foundation's 10th Anniversary Committee met on April 28th. There is a need for someone to do a basket of wine and liquor for a raffle prize. Board members are urged to contribute. A gift certificate for a restaurant would also be a nice addition and much appreciated.

**President's Report:** D. Adam reported on the preliminary suggestions/plans by the Space Planning Committee.

**Director's Report:** Library Director B. Roark reported that circulation is down slightly. Her activities for the month included her attendance at the Chamber dinner, several committee meetings and programs as well as preparation of the annual report. Upcoming events include the Mark Twain program, Train Day-March 14<sup>th</sup>, author visit on March 15<sup>th</sup>, Rummage sale on March 23rd and 24th.

**Next Meeting Date: March 26, 2012**

**Adjournment:** M. Karolewicz moved to adjourn. D. Schmidt seconded. The motion carried.