

Approved August 29, 2011

**Franklin Public Library Board Meeting Minutes  
July 25, 2011**

The regularly scheduled meeting of the Franklin Library Board of Trustees was held July 25, 2011 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, Alderman Doug Schmidt, Tom Loew, Mike Karolewicz, Bonnie Martins, Dr. Steve Patz and Library and Director, Barbara Roark. Dennis McKnight arrived at 7:00pm.

**Public Comment:** None

**Approval of the Minutes from June 27, 2011:** T. Loew moved to approve the minutes, B. Martins seconded. Motion carried.

**Committee Reports**

**Finance Committee:** T., Loew moved for approval of \$7,870.02 for July, 2011 vouchers. Alderman Schmidt seconded. Motion carried. Penny Woodcock, retired Library Board member and employee of Northwestern Mutual Life, has requested reimbursement for the funds spent on Great Courses book for the library. The \$500 are funds originally donated by NML in the name of employees who donate their time for community service. The funds are held in the Fines Account as the expenditure is unrestricted and check can be issued. D. Adams made motion to reimburse P. Woodcock. D. Oleson seconded. Motion carried. Discussion was held regarding the Fines and Donation accounts, also the breakdown of the Money Market account. The Finance Committee will meet regarding these accounts and also budget matters for the 2012 budget pursuant to the memo from Cal Peterson, Director of Finance and Treasurer for the City. They will bring recommendations to the Board regarding these matters.

**Report of Strategic Planning Operational Assessment Committee:** M. Karolewicz explained the Operational Assessment Survey Timeline and that August will be spent building the Survey Monkey online and determining what information we want to extract from the survey. Survey Monkey has several options for use and information. The survey will be tested in September and approximately 50 surveys will be emailed to various people for testing. The online survey and the paper survey in the City Newsletter will come out simultaneously in October. In November the survey results will be analyzed and brought to the Board with recommendations. Dr. Patz advised that a 2 week deadline for return of survey with a 15 % return is good based on his experience.

**New Business:** Alderman D. Schmidt gave update regarding budget process and informed board that he will attend the budget meetings with Cal Peterson. Discussion held regarding the new "concealed carry" law. It was decided to wait until City determines a policy in this matter.

**Building and Grounds Committee:** D. McKnight reported that the parking lot patching has been done and looks good. Seal coating will cost approximately \$6,000 if needed it will have to go out for bid and will come from the Library's Bldg and Grounds funds. Stripping will be done regardless if seal coated or not.

**Personnel Committee:** Discussion was held regarding the appropriateness of the evaluation form used for the Library Director position. B. Roark will email copies of the current form to Board members for perusal. Alderman Schmitt will to check with City Administrator M. Luberda regarding the legality of the changing the current form. Board to make suggestions for addition to the current form and the Personnel Committee will investigate a new form for next year. Matter tabled to next meeting.

**Foundation Report:** D. McKnight reported that Megan Rauschenberger has resigned from the Foundation.

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**President's Report:** D. Adam referred to the Usage Report which indicates that electronics has taken its toll on usage. Also contributing may be that Summer Reading Program flyers were sent out electronically. Dr. Patz suggested coordinating summer school and library programs. D. Adam noted that with the usage numbers going down the need may be greater for raising funds due to a lack of tax support. He also presented the "Preliminary Recommendations for Request of Reciprocal Borrowing Funding from City Council". Discussion was held on each item and it was determined the priority for the 4 items should be #1 Computer and copier replacement in line with the plan that a portions of the computers should be done each year. #2 Sound System Enhancements, Buildings and Grounds Committee to look into this and come back with recommendations. #3 Self checkout for children's area as this will save on personnel costs. #4 Carpet for Fadrow Room-Building and Grounds Committee to check into this and report back to Board. #5 Lobby Tile-estimates should be on file for this item. The hiring of a space planner would be tabled for further discussion. It was suggested that we need to be foresighted in our recommendations and requests.

**Director's Report:** Library Director B. Roark reported that the sound system in the Fadrow room had been checked out by Select Sound and they recommended replacement of microphones. The Buildings and Grounds Committee will check it out and report back. She also attended several meetings including but not limited to reading programs, parking lot issues, upcoming car show, etc., and filled in for staff. She also presented information regarding the Buying Pool/Wisconsin Public Library Consortium for purchasing statewide digital media. Franklin's share of this would be approximately \$5,000 and would come from our materials account.

**Upcoming Events:** July 26th tour by Oak Creek Library Board, July 27th Tazino Night, August 1st National Night Out, August 9th Car Show;

**Future Meeting Date: August 27, 2011.**

**Adjournment:** M. Karolewicz moved to adjourn. B. Martins seconded. The motion carried. Meeting adjourned at 8:15pm.