

**Franklin Public Library Board of Trustees Meeting Minutes
November 22, 2010**

The regularly scheduled meeting of the Franklin Library Board of Trustees was held November 22, 2010 in the Sievert Room of the Franklin Public Library, 9151 West Loomis Road, Franklin, WI 53132. The meeting was called to order by President Dennis McKnight at 6:00pm.

Present: Dennis McKnight, Dave Adams, Karen Wesener, Diane Oleson, Alderman Doug Schmidt, Bonnie Martins, Library Director, Barbara Roark and introduction of new board members Thomas Loew and Mike Karolewicz

Public Comment: None

Approval of the Minutes from October 25, 2010: Karen Wesener moved to approve the minutes, Alderman Doug Schmidt seconded. Motion carried.

Circulation and Internet: B. Roark reported that circulation was up one percent through out 2010. Computer statistics will be done quarterly starting in January of 2011 and will be done in chart/graph style. B. Roark explained the bank account balances for the benefit of the board. Donation made to library by Marilyn Workman former city employee. This will be matched by Johnson Controls.

Committee Reports

Finance Committee: K. Wesener moved approval of \$8,999.29 for vouchers. B. Martin seconded. Motion carried. D. Adams made motion to pay 3M service agreement invoices of \$7,221.00 and \$859.00 be paid from the Fines account. Alderman D. Schmidt seconded. Motion carried.

New Business:

Technology Review: B. Roark included an article on Digital Reading Material (DRM) and libraries offering e-book lending with the addition of certain “controls”. The Franklin Library does not currently had DRM’s.

Master Calendar: B. Roark provided a prototype of the Master Calendar. As the calendar develops there will be a person or committee assigned to each item for a particular month with a date or a deadline for that item. D. McKnight stated that we need a 5 year plan so that we state on track or current with library needs i.e. preventative maintenance on building or space planning.

Review of Council Presentation Materials: B. Roark presented a comparisons chart of the Franklin Library and Wisconsin Public Library Standards. We do not even meet the basic levels in several areas and are at the enhanced levels in audio and video recordings held. A listing of Library staff and hours of operation was included along with additional statistics: 74 % of Franklin residents are library card holders. The chart of circulation statistics indicates that circulation has almost doubled since 2001. The presentation also included a listing of the money saved by patrons of the Library if they had purchased the materials and services provided by the Library. There was also a listing of the various volunteers for the Library.

Personnel Committee: D. McKnight and K. Wesener will be the nominating committee to be presented to the Board in January.

Building and Grounds Committee: The cost for drywalling the area around the fireplace will be \$885 and will be spent from the Maintenance account. Motion made by B. Martins. Seconded by Alderman D. Schmidt.

Franklin Public Library Board of Trustees Meeting Minutes

November 22, 2010

Page 2

Foundation Report: No report.

President's Report: D. McKnight explained some of the services we get from MCFLS which includes the automation system, COUNTYCAT and maintaining the 84 computers that the Franklin Public Library has on site.

Director's Report: B. Roark reported that there are several upcoming events including Books for Soldiers Cookie Packing Party, City's Annual Tree Lighting on Dec. 5, Family Gaming Night and several other programs for adults and children.

Report of Strategic Planning Committee: D. Adam presented the Summary Notes of the Strategic Planning Plan and the suggestions regarding the top ideas. Regarding #1-Development Director Position primarily entailed fund raising and may come under the auspicious of the Library Foundation. Also this position could be combined with #7-Program Development/Community Liaison position. D. McKnight made suggestion that the Strategic Planning Committee may meet with a former Milwaukee Public library employee with expertise in this area. M. Karolewicz suggested working with Dr. S. Patz for a better partnership of library and schools. Regarding #2-creating endowment for future needs. D. McKnight will take this to the Library Foundation for discussion. #3-creating Marketing Advisory Committee (MAG) is somewhat synonymous with #1. Suggestion #3- creating Technology Advisory Committee (TAG) can be accomplished with the possible help of Rich Novell who already does volunteer work with patrons of the library. B. Roark will contact him. The remaining suggestions will be addressed at the next meeting on December 20, 2010 as the library is closed on Dec. 23, 24, 25 and 26 due to the Christmas holiday.

Adjournment: D. Schmidt moved to adjourn. B. Martin seconded. The motion carried and the meeting adjourned at 8:15pm.