

Approved November 22, 2010

**Franklin Public Library Board of Trustees Meeting Minutes
October 25, 2010**

The regularly scheduled meeting of the Franklin Library Board of Trustees was held October 25, 2010 in the Sievert Room, 9151 West Loomis Road, Franklin, WI 53132. The meeting was called to order by President, Dennis McKnight at 6:00 p.m.

Present: Dennis McKnight, Dave Adams, Karen Wesener, Diane Oleson, Alderman Doug Schmidt, Library Director, Barbara Roark. **Absent:** Bonnie Martins, Dr. Steve Patz.

Public Comment: None

Approval of the Minutes from September 20, 2010: Karen Wesener moved to approve the minutes, Alderman Doug Schmidt seconded. Motion carried.

Circulation and Internet: B. Roark reported that circulation was down slightly. D. Oleson suggested that this report could be done on a quarterly basis. D. Adams suggested that they be done in graph form and be presented quarterly. D. Oleson made a motion and D. Adams seconded. Motion carried.

Committee Reports

Finance Committee: K. Wesener moved approval of \$10,623.11 for vouchers. Alderman D. Schmidt seconded. Motion carried. **2011 Budget:** The budget process is on track.

New Business:

Technology Review: B. Roark included a printout regarding dual-screen e-reader devices.

Personnel Committee: No report

Building and Grounds Committee : Memo from Bob Tesch regarding the 5 Year Roof Survey. The roof is in the process of being assessed and when the report is done it will enable us to prepare the budget for the next 5 years regarding repairs and replacements. The roof on the Library is copper and therefore should last several years except for the flashings or components which may be of lesser materials. There is no cost to us as the money has been budgeted through the maintenance department.

Foundation Report: D. McKnight reported that the Foundation met last week and they plan to do fundraising of some type (perhaps a dinner) in conjunction with the Library's 10th anniversary next May 2012.

President's Report: D. McKnight reported that a prospective new member withdrew for personal reasons. We are still searching for 2 possible new board members possibly from the areas of management or law.

Franklin Public Library Board of Trustees Meeting Minutes
October 25, 2010
Page 2

Director's Report: B. Roark reported that there are several upcoming events. In particular there will be a Veteran's Service at 11:00am on November 11, 2010. The 2nd Annual FPL Benefit Concert will be held on Saturday, November 20, 2010 from 7 to 10 pm in the Fadrow Room.

Report of Strategic Planning Committee: D. Adam submitted a draft of the Strategic Planning Committee's Top Ideas (see draft). The Committee has met several times over the last year beginning with a meeting which included representatives from the Board, the Foundation, and the Friends and was facilitated by Mark Luberda, Director of Administration for the City. This group was directed to address the main functions of the library and what will need to be done in the next 5 to 10 years to be successful. The Strategic Planning Committee has since prepared a draft which addressed eight major areas for consideration. Suggestion #1 & #7 regarding the hiring of a Development Director and Community Liaison position was addressed with concerns about the cost of funding these positions. For Suggestion #2 regarding the creation of an endowment, it was decided that this would fall under the auspices of the Foundation, however, the Library Board should determine what the needs of the Library are so any monies secured would be properly spent dependant on needs. For Suggestion #3 it was agreed that advisory groups should be created, especially in the area of technology so that we keep pace with changes. Names of members already proficient in this area were suggested. Suggestions #4 addressed the issue of space planning and we could possibly hire someone from the architectural area of a local university to assist us. There again the funds to pay for this may be difficult to obtain in light of the current economy. In view of changing technology and therefore, changing space needs it is a good point that should be addressed by the Board and Library staff. Regarding Suggestion #5 and #6 updating the long term capital improvements plan and the Operational Assessment it was suggested by D. McKnight that we prepare a yearly Master Calendar so that issues such as capital improvements, operation assessments, budgets, nominations, etc. are addressed in a timely and organized manner. D. Oleson and B. Roark agreed to do this. D. Adams will go over the Strategic Plan draft with B. Martins and S. Patz as well as continue discussion at our next meeting.

Adjournment: D. Schmidt moved to adjourn. K. Wesener seconded. The motion carried and the meeting adjourned at 7:45 p.m.