

**Minutes of the Franklin Public Library Board of Trustees Regular Meeting, in the Franklin Public Library Sievert Room, 9151 W. Loomis Rd. Franklin, WI, July 28, 2014.**

Meeting called to order by President, Dennis McKnight at 6:00 pm.

**Roll Call:** Present – Tom Loew, Alderman Doug Schmidt, Karen Wesener, Mike Karolewicz, Bob Donohoo, Tim Solomon, Dennis McKnight, Diane Oleson, Dr. Steve Patz. Others present: Rachel Muchin Young – Library Director; Judy Roberts, Kathy Miller and Catherine Schramka-Heideman.

President Dennis McKnight welcomed Tim Solomon as the newest member of the Library Board.

**Approval of Minutes from meeting of June 23, 2014.** Motion made and carried.

**COMMITTEE REPORTS:**

**Finance** – Motion to approve invoices of \$21,485.29. Motion carried. Treasurer gave report.

**City Matters** – Mayor is interested in getting Business Park built.

**President** – Met with T. Solomon to orient him to current activities of the Board. Appointed Tim to Finance Committee.

**Director** – Monthly Activities – See report. Learning about features of new budgeting system. We need figures from Mark Luberda before we can further discuss change to janitorial services. Circulation report does not include the numbers for Zinio - the electronic magazine checkout.

**Friends** – Annual book sale is weekend after Labor Day. Due to culling of the Library collection, there are a great many books for the sale. The Fall Children’s Clothing Sale is September 20.

**Foundation** – 68 books taken to Clare Meadows for resident checkout. This has gone very well.

**Building and Grounds** – Bushes have been cut back around the sign. Laminate on the Children’s Department desk is coming loose. Repair/replacement is being looked into.

**Personnel** – City is obtaining bids for the Compensation Study.

**Other Business:**

**Website** – Design has been approved, content is being provided. Launch planned for late September.

**Study Rooms** – Quiet study being converted. Furniture must be dismantled to remove. Waiting for more usage studies on other rooms.

**CreateSpace** – Report was part of Minutes packet. No action taken.

**Janitorial Service** – See above under Directors Report.

**Sales in Fadrow Room** – Discussion was held. No action taken. B. Donohoo will meet with Friends representatives and R. Muchin Young and bring suggestions to next meeting.

**Meeting Room Policy** – No action. Pending policy decision on sales (see above.)

**Credit Card Policy** – Motion made to approve policy with these additions/changes: maximum credit limit of **\$10,000**; individual card limit of **\$500**; addition of statement at end of 5<sup>th</sup> paragraph – **“Misuse of the card may result in disciplinary action up to and including dismissal”**; addition of **“up to and including dismissal”** to end of last sentence in 6<sup>th</sup> paragraph. Motion carried. Motion made to rescind approval of the credit card policy just approved due to the many changes. Motion approved. Policy will be revised and presented for final approval at the August meeting.

**Circulation Policy** – Motion made to change the 7<sup>th</sup> bullet point on Loan Periods to: ***There is no grace period on 3-day or 7-day loan items.*** Motion approved.

**New Business:**

**Reading Room Policy** – No action.

**Laptop Computer Policy** – No action.

**Replacement Policy** – No action.

**Replacement Allocation** – Motion to approve \$6,000 from the fines and fees account to be used for replacement items. Motion passed.

**Material Allocation** - Motion made to put \$25,000 from fines and fees on account with Baker and Taylor. Motion passed.

**Wish List** – No action.

**Next meeting is Monday, August 25, 2014 at 6:00 pm.**

**Motion made and passed to adjourn meeting. Meeting adjourned at 8:08 pm.**