**Franklin Public Library**

**Board of Directors Meeting Minutes**

**May 21, 2018**

**Present**: Sandi Brandfonbrener, Monique Doyle, Kathleen Gerwatowski, and Suzanne Stilgoe of the Board, and Library Director Felicia Oti. Doug Newton was absent.

**Call to Order**: Sandi called the meeting at 7:06 p.m.

**Public Comment**: None

**Minutes**: The minutes from the April meeting were approved as amended.

**Report of the Board Members**:

**Monique**: Monique made a motion that the library go forward and fund the NEDCC preservation assessment in the amount of $5390. The Board unanimously approved the motion. While waiting for the assessment from the NEDCC, the Board made a motion to request that the Franklin Library Association fund $1055 to construct two exhibit cradles from Vivak (a transparent thermoplastic sheet) for Franklin Collection Books. Specifically these titles are #75 *The True Scripture-Doctrine Concerning Some Important Points of Christian Faith* by Jonathan Dickinson and #88 *The History of the Late Rebellion in Great Britain* by John Marchant. Cradle profiles, which will allow for a specific opening at the front of the volumes, were measured during the on-site installation of the Franklin volumes into a new exhibit case. The Board approved the motion.

Monique made a motion to name the youth wing in Jeff Nutting’s name in gratitude for his support to the Franklin Public Library.

**Sandi:** Sandi sent a box of books to Jamaica for special needs children.

**Library Director**: The May book sale yielded $2157.

Overdrive is expected to begin offering magazines in June and Minuteman will fund this addition.

Minuteman launched a new patron service on May 1st. When a member library registers a new patron, that patron receives a welcome email highlighting the various services available to the patron with links to the members’ website. Minuteman is averaging 90 welcome emails a day.

The Library will soon have display/exhibit cases. Regarding the content of the cases, the Board made a motion to approve the Town of Franklin’s Policy and Procedure for Exhibition and Display of Private Artwork on Town Property.

Planning for the Summer Reading is complete. Felicia commended Caleigh Keating for a job well done. Felicia will ask the Friends of Franklin Library to fund the summer programs. She will be submitting a proposal to the Friends in June.

The Library is currently accepting applications for two positions, a part-time library assistant and a part-time assistant youth services librarian.

Felicia reported that all of the archival collections have been unpacked. Vicki Earls and the Facilities Director, Mike D’Angelo are completing a pre-visit survey from NEDCC. Mike will schedule the assessment of all of the Library’s archival materials with NEDCC once the survey is complete.

Status of the Punch Lists:

IT

Seven of the nine items on the IT list are complete. Remaining items include the people counters, digital display monitor at the circulation desk, and information on when critical updates are scheduled.

Building

* The Library staff continues to test different signage fonts, colors, and styles. ‘Signs by Cam’ have been working patiently to complete this initiative.
* Costa will complete the gutter work in the next few weeks.
* The electrician will install heat trace in the gutter in the new wall.
* Repair work on the window sills on the 4th floor is almost complete.
* The security gate has been mounted, and the room reservation system will be implemented after staff training this week.
* Reference and youth services desks have been installed.

**Next meeting**: The next meeting will be held on June 25, 2018.

**Topics for next meeting:** At the next meeting the Board will receive an update on the IT and building punch lists, library waiver, signage, archives, Franklin Library Association and Friends of Franklin Library responses, and new hires.

**Adjournment**: The meeting was adjourned at 8:00 p.m.

Respectfully submitted, Kathleen Gerwatowski