**Franklin Public Library**

**Board of Directors Meeting Minutes**

**November 27, 2017**

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

**Call to Order**:  Monique called the meeting at 7:05 p.m.

**Public Comment**:  None

**Minutes**:  The minutes from the October meeting were approved.

**Report of the Board Members**:

**Monique**:  Monique asked all board members to attend the next Building Committee which will be held Tuesday, December 5th at 5:00 p.m.  This meeting will discuss the finalization of the punch list and last minute difficulties that have been brought to the attention of the Building Committee.

At the last Building Committee meeting one of the members recommended a policy change for the Town of Franklin Facilities Use Policy. The change involves selling goods on town property.

The next library book sale will be Saturday, December 9th.

**Kathleen:**Kathleen shared an article from Library Journal regarding nurturing new mothers in the library setting.

It was an unfortunate oversight that the Library Director and the staff were not acknowledged at the Grand Re-Opening. They provided valuable input and Felicia attended all meetings. The Board would like to commend Felicia and the staff for their hard work and patience during the renovation. The effort and disruption were tremendous.

**Library Director**:  Felicia shared the community response to the Grand Re-Opening celebration. The community is pleased with the lighting, seating, study rooms and the seamless transition from old and new space. However, the punch list is extensive. The circulation desk is a big point of contention. The library staff was not consulted about the circulation desk.  It is too high and lacks functionality. There are no file drawers or accessible storage. There is not enough space to work.  Staff morale is down due to this dissatisfaction with the circulation desk which is the heart of the library.

Other punch list issues include the HVAC system, telephone system, light switches, water drainage, and the new doors which do not always work.  Felicia will bring her punch list to the next Building Committee meeting.

The Community Outreach Librarian opening has not moved forward while Felicia deals with staff concerns and distress.

The Board reviewed the “Study Rooms Policy” and made corrections before voting to approve it. The “Computer Use and Internet Access Policy” will be discussed at the next meeting after Felicia has reviewed other towns’ policies to determine best practices. The Board reviewed the “Gift Acceptance Policy” and made several changes for clarification. The Board made a motion and approved the gift policy.

 Donations made to the gift account have been ear-marked for projects going forward.  Such items include equipment for the children’s room, toys, Arduino sets and other items.

**Next meeting**:  The next meeting will be held on January 8, 2018.

**Topics for next meeting:**At the next meeting we will discuss the status of the punch list items, the “Computer Use and Internet Access Policy” and the Community Outreach Librarian opening.

**Adjournment**:  The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Kathleen Gerwatowski

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