**Franklin Public Library**

**Board of Directors Meeting Minutes**

**January 30, 2017**

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

**Call to Order**:  Sandi called the meeting at 7:09 p.m.

**Public Comment**:  None

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

**Report of the Board Members**:

**Kathleen:**

**Monique:**  Monique reports that Caleigh Ross, the new Youth Services Librarian is a welcome and enthusiastic addition to the library staff. Caleigh prepared an extensive report of her plans for the year ahead. The Board lauds her for communication to the Board and looks forward to working with her.

Regarding the library foundation bylaws, the draft will be forwarded to the Town Administrator and the Town Attorney for review.

Monique inquired about the status of the Town Wide Read.  Hillbilly Elegy was selected by the majority of voters. Although the library owns 25 copies, there is still a great demand.  A discussion is planned for March, in addition to other activities in April.

**Doug:** Doug shared a copy of the tentative draft of the Library Board of Directors Operating Principles which he had drafted. The Board discussed the draft and made corrections. The Town Administrator and the Town Attorney will need to review the final draft. Monique and Sandi will meet with them to present and discuss.

**Kathleen**:  Kathleen suggested that the library website include regular updates and photos of the progress of the library renovation/expansion.

**Library Director:** The project management team of the Franklin Public Library renovation/expansion has provided a progress report which the board reviewed. The schedule continues to show a project completion date of July 21st.

The proposed “Guidelines for Use of the Library” were discussed.  These will be an addendum to the Town of Franklin’s guidelines.  Sandi made a motion to adopt the guidelines and the Board approved them.

Felicia shared a draft of the Franklin Public Library Survey for the Board’s input. The Board made some suggestions and additions. The survey will be available in several formats for the community to provide input.

Library staff update: Performance appraisals for the library staff are 90% complete. Felicia has been having conversations about job function, areas of training and setting goals with each library staff member. In anticipation of the new space, the staff schedule will be simplified. Transition plans are proceeding smoothly. Felicia and Kim will assess training needs and make plans to accommodate the staff effectively.

**Next meeting**:  The next meeting will be held on February 27, 2017.

**Topics for next meeting:**

* Meeting Room policy
* Operating Principles initiative
* Renovation/expansion update
* Introduction to Caleigh Ross, Youth Services Librarian
* Initial responses to the library survey
* Preliminary update of the 2018 library budget.

**Adjournment**:  The meeting was adjourned at 8:22 p.m.

Respectfully submitted,

Kathleen Gerwatowski