**Franklin Public Library**

**Board of Directors Meeting Minutes**

**February 27, 2017**

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

**Call to Order**:  Sandi called the meeting at 7:04 p.m.

**Public Comment**:  None

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

**Report of the Board Members**:

**Sandi**: Sandi introduced Caleigh Ross, the Youth Services Librarian and each board member introduced themselves. Caleigh shared photos of February school vacation week.  The response from parents regarding the new programs has been enthusiastic and supportive.  Caleigh also shared feedback from the Teen Advisory Board which has been growing. A teen book swap will launch this week.

**Monique:**  The February book sale yielded $1007 for which everyone was grateful during this time of year.

Regarding the Operating Principles, Sandi and Monique met with the town administrator and the town attorney to discuss updating the resolution created in 1990. Sandi will handle drafting the resolution which will go forward to the Town Council. Following approval, the guidance or operating principles will be addressed. The goal of the operating principles should be to create an informational document to outline the role of the library board member.  It will help to familiarize a new board member with the functions and responsibilities.

Monique began a discussion of the meeting room policy. The policy will supplement the town’s municipal facilities usage policy.  After reviewing various town policies, Monique recommends suggesting a donation to use the room rather than charging a fixed fee.  Sandi and Monique will draft a policy after which the Board recommends that Felicia discuss the policy with the library staff. This will allow the staff the opportunity to share their concerns and offer suggestions.

**Library Director:** Felicia and Kim continue to discuss the 2018 budget.  Felicia would like four locations where library staff will be available to provide information in the new library. These four locations would include: the children’s room, the circulation desk, a second floor information desk, and reference/computer support.

Felicia congratulated Caleigh on the extensive programming she has developed and the positive response from the library community.

There is no update for the renovation/expansion. The anticipated move-in date to the new library is August 2017.

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

**Topics for next meeting:**

·         Meeting Room policy

·         Operating Principles finalization

·         Group Email for library board members

·         Renovation/expansion update

·         Preliminary update of the 2018 library budget

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

Respectfully submitted,

Kathleen Gerwatowski