Franklin Public Library

Board of Directors Meeting Minutes

November 25, 2019

**Present:** Charlene Belcher, Sandi Brandfonbrener, Monique Doyle, Kathleen Gerwatowski, Amanda Rabbitt, and Alison Wallace of the Board, and Library Director Felicia Oti. Ginette Preto was absent.

**Call to Order:** Monique called the meeting at 7:02 p.m.

**Public Comment:** None

**Minutes:** The minutes of the October meeting were approved as amended.

**Report of the Board Members:**

**Kathleen:** Kathleen inquired about the status of the Library of Things catalog. It may not be updated. Felicia will look into it.

**Monique:** Monique reported that the last book sale yielded $1526. We are in need of volunteers, particularly for the Friday set up. High schools students can sign up on the website at Volunteen.

We now have a quote from John Canning of $525,000 to $550,000 for the reading room restoration and mural conservation. Monique suggested we hire a grant writer to assist in procuring funds for this project.

Monique inquired about the tuition reimbursement line item in the library budget. The funds are not often utilized. Monique wondered if the money could be used for staff development. Felicia noted that often webinars are hosted which cost very little. Each library staff member will have an individual development plan.

**Amanda:** To date the Early Childhood Development Center, Oak Street School and the graphics department at Tri-County Vocational High School are interested in contributing art work to the Community Room display.

Regarding the display cases, Amanda volunteered to host a display of vintage postcards. The children’s room has a display case which is actively used.

**Felicia:** The Friends of Franklin Library have donated the generous amount of $10,500 to fund the media studio for the teen space.

The cleaning of the interior bricks began today. The library may need to close at the beginning of Christmas week to complete the work.

Felicia used the survey to identify the capital improvements most desired by the community. These improvements include: the stairs from the parking lot close to the library entrance; the gutters; the parking lot; parking lot lighting; and the railing along the parking lot. Handicap parking across the street is also an issue. Felicia requested the board’s approval of this list which she will present to the town administration to put in the capital plan.

The Board discussed how to approach the strategic plan. Before the next meeting, we will read various reports and documents to identify inclusions for the strategic plan. These documents will include the mission statement, vision statement, values & guiding principles, and service priorities. Felicia will send out the library introduction incorporating the new list of priorities in advance. We should come prepared for the next meeting to answer this question: What kind of culture do we want to build?

Next meeting: The next meeting will be held on January 27, 2020

Topics for the next meeting: Strategic planning; the response from middle schools for the art exhibit/display and Nerds-to-Go, brochure printing.

Adjournment: The meeting was adjourned at 8:14 p.m.

Respectfully submitted,

Kathleen Gerwatowski