

Franklin Public Library
Board of Directors Meeting Minutes
May 23, 2016

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

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

Public Comment: None

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

Report of the Board Members:

Monique: There will be a ground-breaking ceremony for the expansion/renovation on Friday, June 3rd. There are five library policies to develop: collection development; meeting room; bulletin board; art display/exhibit; and patron behavior. Felicia noted that we cannot change a town policy but we can make amendments to it. The first policy to address will be the collection development policy.

Sandi: Sandi asked how one determines how to purchase books. Kim responded that various periodicals such as Library Journal and School Library Journal are consulted. The preferences of the general population are taken into consideration. Regarding weeding the collection, the crew method is used which has specific guidelines regarding retention. For example, computer books are not kept after five years. A discussion ensued about how old books are treated and how to decide when they are withdrawn from the collection.

Kathleen: Kathleen inquired about professional activities for library staff. The Board discussed staff development and recommended that staff be encouraged to participate in workshops and conferences. Of course, coverage must be a consideration. The expenses would be covered by the Library budget. In particular the Board encouraged the Assistant Director to join a professional association at the Library's expense and attend an annual professional conference if desired.

Kathleen circulated an article from Library Journal entitled, "Asking the Right Questions." This article discusses how to accurately discern what people want in their libraries.

Library Director: The frequency of staff meetings was also discussed. The Board suggested that Felicia meet monthly so that everyone can be updated on issues and developments. The town is updating the website which will impact the library website. Kim and Felicia are enthusiastic about the new, modern look. The book sale last weekend earned \$1,160. This is a positive outcome considering the new location.

Next meeting: The next meeting will be held on June 27, 2016.

Topics for next meeting: At the next meeting we will receive a collection development policy progress report, a renovation expansion update, the status report of the Youth Services Librarian opening, the Action Plan FY17, and the monthly budget expenditure report.

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

Respectfully submitted,

Kathleen Gerwatowski