

## Franklin Public Library

### Board of Directors Meeting Minutes

October 24, 2016

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

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

**Public Comment:** None

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

#### **Report of the Board Members:**

**Sandi:** Sandi received a letter from the Registry of Deeds from someone who wished to speak to the Board about the services the Registry provides. Kim will handle the request.

**Doug:** Doug inquired about the book sale funds. He has concerns about how the funds are accounted for in the Library budget. Monique explained the book sale monies go to the Town of Franklin. As the Library does not yet have its own foundation, the funds cannot be specifically designated for the Library. At present they go to a general fund. The Board will revisit the creation of a foundation.

**Kathleen:** Kathleen attended the Decluttering Workshop at the Library on October 18<sup>th</sup>. She found the speaker helpful and practical. Kim said that typically the speaker draws a larger crowd than 16 people. The location of the temporary space may have been a factor.

#### **Library Director:**

The Collection Development Policy has been updated. The Board made a motion to accept the new policy which was approved.

The Patron Use Policy was discussed. The Library Staff will look at other town's policies as compared to the current Franklin policy and make suggestions. Felicia advised that the policy should be crafted with an eye to the new Library space.

The library fine and circulation policy is changing slightly. The loan period will be extended to three weeks for books and two weeks for DVDs. The maximum fine per item will not exceed \$5. The Town Council will need to vote on these changes.

Suggestions for the Town Wide Read were discussed. Felicia provided four suggestions. Monique suggested an additional title. The final list will be put to vote in the community.

Two candidates are being interviewed for the Youth Services position. Interviews will be held on October 27, 2016.

**Assistant Director:** Kim prepared a Technology Report which provides the library's current technology environment and her suggestions. She commented that the library offers a variety of high- quality online services which are well-utilized. Kim lamented that there is no technology support when the town's IT Department is unavailable, such as evenings and weekends. At present the Library Staff must submit a work order and wait for the IT Department although Kim could easily deal with it herself. The Board recommended that Kim discuss with Tim the possibility of the town IT department providing on-call after-hours support, and if such support isn't available, to give Kim the access to resolve some problems herself.

**Next meeting:** The next meeting will be held on November 28, 2016.

**Topics for next meeting:** At the next meeting we will receive an update on the library renovation/expansion, resolution of the bylaws, patron use policy, youth services position, and the library foundation.

**Adjournment:** The meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Kathleen Gerwatowski