**Franklin Public Library**

**Board of Directors Meeting Minutes**

**March 26, 2018**

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

**Call to Order**: Sandi called the meeting at 7:01 p.m.

**Public Comment**: None

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

**Report of the Board Members**:

**Kathleen:** Kathleen wondered why the sign on Main St. has no message. Felicia reported the sign is broken. Letters fall off the track since a car accident damaged the sign. Robert Cavallaro, who constructed the sign, is supposed to fix the sign. Felicia will contact him again. Kathleen suggested a digital sign which updates continuously.

Kathleen shared two articles from the Boston Globe. One article showed a librarian from Winchester wearing a name tag. Many patrons in the community have requested that the library staff wear name tags. The other article discussed “adulting” classes for young adults which are offered at some libraries. Felicia noted that Caleigh Keating is already offering such classes.

Kathleen also shared an article from Library Journal about volunteer fairs in public libraries. Various nonprofit organizations in the community in need of volunteers come together for a fair to promote their organization and its need for volunteers. She mentioned that the Norfolk Public Library recently held such a fair.

**Sandi:** The February book sale yielded $1546, which is an excellent result. The status of the various library policies was discussed and which had not yet been approved. Doug proposed a motion to revisit policies every two years to determine if they require an update. The motion was approved.

**Library Director**: The town has mandated training for town employees on sexual harassment, including tolerance and bullying. This training will run through June 2018. Seven library employees have attended to date.

Felicia reached out to the police and fire departments for a safety and emergency workshop. Both groups will present together. Felicia and Kim will develop a tip sheet and safety manual upon completion of the workshop.

Overdrive will introduce a “cost per circulation” platform soon. This is the Hoopla model. The cost per download to the library will range from 99 cents to $3.99. This offering will be in addition to the Overdrive access we already have.

Within the next two weeks, Felicia will post the Assistant Children’s Librarian position.

A lot has been accomplished on the punch list. IT has completed several tasks. Mobile printing is now working. Public faxing has been a big hit. A catalog computer has been installed near the reference desk on the second floor. All three of these services are working flawlessly. Installation of security cameras has been installed on the library staff’s computers.

There will be meeting with the signage company to install permanent signage. Temporary signage has been in place. The staff will experiment with various fonts to choose which one is best for viewing from a distance.

The circulation staff, Vicki, Kim, Mike and Felicia met with the architects to discuss problems with the circulation desk and explore solutions. The desk lacks functionality regarding height, workspace, book return and lack of cabinets. The decision was made to remove a section of the desk to redesign it. It will cost approximately $25K and more.

The local history collection will return from storage on Thursday. It will go in the Archives Room. Conservators from the NEDCC will install the Ben Franklin collection in the glass case on Thursday, April 5th. The NEDCC will also undertake a separate assessment of the entire local history collection at a later date.

BMI Imaging Systems has been retained by the Town to digitize and host our local history materials. They will begin with the Sentinel. If the Library staff is satisfied with the result, they will ask them to host the item that NEDCC digitized [e.g. Franklin Register, maps, and town reports.]

**Next meeting**: The next meeting will be held tentatively on April 23, 2018.

**Topics for next meeting:** At the next meeting we will receive an update on the Assistant Children’s Librarian posting, the punch list, and the Archive Room.

**Adjournment**: The meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Kathleen Gerwatowski