Franklin Public Library

Board of Directors Meeting Minutes

September 28, 2020

**Present**: Charleen Belcher, Sandi Brandfonbrener, Monique Doyle, Kathleen Gerwatowski, Ginette Preto, Amanda Rabbitt, Barbara Steele of the Board, and Library Director Felicia Oti.

**Call to Order**: Monique called the meeting at 7:10 p.m.

**Public Comment:** None

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

**Report of the Board Members:**

**Kathleen:** Kathleen thanked Felicia and Vicki for helping retrieve a New York Times article back in April which required retrieving old editions of the newspaper from off-site storage.

**Amanda:** Amanda noted the success of Caleigh’s story walk at the DelCarte Conservation Area. The children were so excited to receive a new book.

All board members introduced themselves to our new board member Barbara Steele

**Mission & Vision Statements:** Everyone will send their vision and mission statements to Charleen and she will consolidate them into one document. Then we will take pieces and ideas from the various statements and craft our own mission and vision statements, which we will send to Charleen. Our statements should be specific to Franklin. Accessibility is a major goal to stress in each statement.

**Strategic Plan:** For the strategic plan, we will update the goals and objectives to what’s happening now.

**Reopening plans:** Felicia is working with Mike, the Facilities Director, to prepare for reopening. At this time, the town is focused on the schools. When the schools are up and running, the facilities department will turn their attention to the Library and other departments. The Library’s tentative plan is to open two hours a day Monday through Thursday by appointment for computer use or browsing. Only four computers will be available. The Library is operating with a skeleton crew now. The Library staff will take temperatures when people come in the door. Felicia said that they would implement reservation scheduling to allow 20 patrons in at a time. Returned books are quarantined for three days before returning them to circulation.

The Minuteman app has a new check out app. When people are browsing, they can immediately check out a book. It works in any Minuteman library.

Felicia reports that the community is very satisfied with curbside pickup. If patrons are not comfortable coming into the vestibule, they can call the Library and their items will be placed outside the door. Adult programming is much more popular now because people have more time.

**FY2021 Budget Update**: The state will release the budget in mid-October. Then, the town will review the budget in November. Sandi asked about the furloughed employees. They are scheduled to return in January; however, the furloughed employees have been called back to help in the Town Clerk’s office during the November election.

**Library Book Sale**: Book sales are on hold for the foreseeable future. Felicia had considered a quick book sale on the patio in October. After looking at the CDC guidelines, she postponed this idea.

**Franklin Library Association and Friends of Franklin Library:** Vicki discovered some materials in the archives which require restoration. Felicia will be requesting funds to supplement the book budget, conservation and digitization. Scott Nolan will present the request to the FLA Board in October*.* The Library is also requesting funds from the Friends for the make-at-home crafts for children and adult programs. These supplies are very expensive. We will be requesting funds to supplement the book budget from the Friends also. In the future, the Library plans to request funds for summer reading supplies. Felicia will have a better sense of the funds needed, once she knows the budget.

**Next meeting:** The next meeting will be held on October 26, 2020.

**Agenda for next month:** Mission and vision statements; update on the budget; the FLA and the Friends; and an update on reopening,

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

Respectfully submitted,

Kathleen Gerwatowski