**Franklin Public Library**

**Board of Directors Meeting Minutes**

**February 12, 2018**

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

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

**Public Comment**:  None

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

**Report of the Board Members**:

**Sandi:** Sandi returned from vacation in Jamaica. She reported on a local foundation that renovates and expands school and community libraries. At the moment they are creating a special needs library. Sandi requested that the Franklin Public Library send a box of books to support the special needs library which supports 30 students. The foundation is a 501[3][c] organization.

**Kathleen:**Kathleen inquired about posting the minutes on the Franklin website. Currently the most recent minutes are dated April 2017. Felicia will update the minutes on the website.

Kathleen also asked about the display cases for the adult and children’s collections. The display case that was purchased is too small for adult use so will be given to the Children’s room. Once a location is designated, a display case will be purchased for adult use. Felicia will reach out to the Norfolk Public Library to determine their policy about collections.

**Monique:**  Monique inquired about the status of the Benjamin Franklin books. The bookcase is in place and ready for the books. There will be an update at the building committee meeting tomorrow. The punch list will also be addressed.

The Board considered the draft of the meeting room policy and made specific changes. The Board will take the policy home and review it.

**Library Director**:  Felicia distributed the 2019 annual budget. It includes a part-time Assistant Children’s Librarian. The Community Outreach Librarian position will be tabled until next year. It has been difficult to fill and there is an immediate need for assistance for the Youth Services Librarian.

Effective February 1, 2018, the Franklin Public Library was granted a waiver of the FY2018 Municipal Appropriation Requirement by the Massachusetts Board of Library Commissioners in the amount of $18,150.22. The payments will be divided in two equal payments.

**Next meeting**:  The next meeting will be held on March 26, 2018.

**Topics for next meeting:**At the next meeting we will discuss the meeting room policy and the internet use policy.

**Adjournment**:  The meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Kathleen Gerwatowski

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