**Approved Minutes**

**Franklin Public Library Board of Trustee Meeting January 10, 2019**

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Meeting called to order at (time)

Attendees: Judy Moenck, Mira Stakhiv, Kim Greidanus, Maria Seyrig, Robin Rosen

Library Director Teresa Natzke

Minutes from the December 2018 meeting were approved. Motion and second??

No public attendees.

Derek Spurlock of Spurlock’s Natural Stone presented the proposed design of the reading garden.

• Dry river bed: drainage, no standing or flowing water. Frame for

decorative plantings. Needs weeding and leaves will need to be blown out in the spring and fall.

• Parking barriers will remain.

• Bridges: wheel chair accessible with hand rails. The slight arch gives

visual interest.

• Patio will accommodate large party tent. In the center, he has

proposed an old grindstone wheel for decoration, which he would donate.

It could also serve as a fountain. The maintenance on a fountain is minimal (30 minute job, twice a year). The fountain will give a soothing sound. Electricity required. Having the electric outlet would be useful for patio events.

• Discussion of electricity was deferred for board discussion.

• Proposed design replaces existing pavers to match the new paver area.

• Lawn mowers can go right over the pavers.

• Not included in the plan: Benches, willow nest, plants above the

$5000.00 allowance, sprinkler needs above $2500 allowance, stump seats, electrical. (Board had previously agreed it did not want stump seats.)

• Estimate 2 weeks to complete. Suggested end of May, early June.

• Board requested a list of what the $5000 will get us for plantings. He

will provide.

• Derek will oversee the project and be on sight.

Board discussion continued after Spurlock left.

Julie informed Gary Roberts of board’s new direction with Spurlocks.

Kim will request a reference on a commercial job Derek has done.

We will remove sprinkler allowance from bid because if we proceed the sprinklers will be subcontracted. After lengthy discussion, board wants to reconsider the feasibility of sprinklers. The general feeling of the board is to not install sprinklers. Landscaping with drought tolerant plants will be essential.

Kim to ask how much it will be to just irrigate the beds. Kim will speak to Derek about drought tolerant plantings.

To request Spurlock’s insurance and workmen’s comp paperwork.

Per discussion, outdoor lighting will not be installed. Reading garden as a library space will be available during library hours and limited to sunlight.

Board agreed that we do not need electrical beyond what is needed for a fountain.

Maria suggested we elevate the grindstone wheel/fountain more than 12 inches to reduce tripping hazard.

Maria will look into motion detector light on the French doors to provide some lighting as a “maintenance” issue independent of reading garden project.

Maria motioned to hire Spurlock’s Natural Stone and use Derek’s plan, if he provides all the pertinent information re: bonding, insurance, and a commercial reference. Mira seconded the motion. Passed unanimously.

Mira suggested that we put in writing that Derek will manage the project.

Old Business:

Maria confirmed that Julie took care of the staff holiday gifts. In the future, Mira will handle.

Teresa reported that Gary Roberts has finalized the plan for inside drop box. Gary did not provide a timeline or cost.

Regarding payroll costs: Mira reported that Karl Heiss estimated 10 hours to research payroll companies and he could start in late February.

Judy motioned that we approve a maximum of 10 hours for the project and Mira oversee Karl’s work. Maria seconded. Approved. Mira will report progress and present final recommendation.

Treasurer/Budget Report:

Judy requested that going forward the board approve monthly expenditures which means Karl will need to distribute the check register to board members in addition to the reports he currently distributes. Kim indicated that the board’s review and approval of monthly expenses is consistent with auditor’s recommendation. Kim will ask Karl to send monthly expense report going forward. Board should continue to review budget versus actuals report however approval will be required for monthly expenses.

Mira motioned we approve last month’s disbursements for Dec. 20, 2018.

Judy seconded. Approved.

Per Kim: The auditor had no issues with our financial statements.

Audit recommendations: (1) an investment policy, (also recommended 2 years ago), and

(2) board members approve all disbursements at each meeting.

As treasurer, Kim needs to sign the monthly reconciliation to the balance sheet, for the check book each month, look at the bank statement, canceled checks and the EFT transfers, as a check and balance.

We need to change the names of approved check signers at Comerica. Add Judy to replace Sarah and another to replace Julie. Judy to go to bank.

Judy to invite representative of Janz and Knight to a future meeting to present Audit report.

Maintenance Report:

Maria had no report but stated that she will be meeting with Judy to “transition” the projects.

Librarian’s Report:

Librarian’s written report attached.

A new shelf for the children’s section is coming tomorrow. Teresa will ask Friends for one more shelf.

In response to Maria’s question about library card statistics, Teresa reported that in 2008-2010 more library cards were requested and the numbers have gone down since then.

Florence is doing a great job of promoting the library on Social Media.

New Business:

Applications for the new board member were discussed. One applicant was disqualified because she is not a Franklin voter. Judy suggested we focus on qualities to enhance current board and represent other points of view. Also, identify which candidate may be best fit to fill co-treasurer role. Maria and Mira will continue with process and make final recommendation in February.

Mira volunteered to serve as FPL board liaison with the Friends of the FPL as of January 2019.

Meeting is adjourned at 8:58.

Respectfully submitted by Robin Rosen