**(Proposed)**

**Franklin Public Library Minutes**

**May 16, 2019**

**Call to Order**: 6:40

**Attendees:** Kim Greidanus, Judy Moenck, Mira Stakhiv, Sue Stevens, Teresa Natzke, Stuart Greidanus.

**Secretary’s Report:** Attendees need to be added to the April minutes otherwise the minutes were approved as amended.

**Treasurer’s Report:** Judy motioned to approve April expenditures and Sue seconded. Motion carried. The 2019-20 budget will need to be approved at the June meeting. Judy asked that anyone who wants to add anything to the budget should do so by next Friday, May 31. Kim, Sue and Teresa will meet to finalize the budget before the June meeting.

**Reading Garden Update**: Kim reported: A dead white pine was cut down on the edge of the reading garden after the Village approved the measure. Jane Polan, FCA President, expressed her concerns about the garden’s impact on the annual Round-up and Kim addressed her concerns and Jane stopped by later to compliment Derrick, from Spurlock’s the designer of the garden, on the plan for the garden. Sue, Kim and Robin met about the plant list and made some changes. Greidanus’ donated the boxwoods that ring the new water feature which all agreed it enhanced the garden and appreciate the donation by Spurlock’s. Kim noted that Derrick mentioned that the lamppost by the parking lot is not working. Derrick uncovered loose wire while working on the garden and said that it wasn’t buried deep enough to meet code. Also the lamppost itself is in poor shape. It was agreed that the lamppost issue would be passed on to Maria as a future maintenance issue. Greidanus’ donated the mulch because Derrick forgot to include it in his quote. Judy was a little disappointed that Derrick had forgotten to include mulch and grass seed in his quote after he had specifically been asked to note on the drawing anything that was not included. Grass seed will be installed by Stuart Greidanus. Receipt for grass seed to be submitted to the Library for reimbursement.

**Drip hose decision:** Kim and Stuart secured two quotes for the installation of the soaker hoses in the back garden. Stay Green quoted $9,600. Precision quoted $3,300. Judy wondered what kind of maintenance the irrigation system would require and Stuart stated it would need to be open and closed just like a sprinkler system. She also wondered about clogging. Both Sue and Stuart thought that clogging would be minimal and could be cleared out at the end of the season. Mira motioned that we contract with Precision and ask them to do the front beds as well and the budget is not to exceed $5,000. Judy seconded the motion and the motion passed. Judy asked that Stuart get a contract from Precision to be signed by a Board member.

**Volunteer Flower Planting:** This will take place on Saturday June 15 from 11-1. Sue and Kim will provide snacks. Mira will get with Florence to design a flyer. It wasn’t agreed who would purchase the flowers but they will come out of our current budget.

**Vice President’s report:** Mira had requested that Karl give her a recommendation for a payroll company but hasn’t heard back from him yet.

**Maintenance report:** Teresa reported on the May 10 incident with the furnace. See attached incident report. Mira mentioned the cost of the Knox Box to be installed on the library for fire department use. Judy motioned that the library purchase and install the Knox box not to exceed $250. Motion passed. Mira will coordinate with the Franklin Fire Chief who has agreed to install at no charge. Judy has the information about replacing the parking blocks and will take care of that. Cost is part of the Reading Garden budget and will be about $75 per block.

**Librarian’s Report:** Teresa mentioned what a great job Florence is doing with all the publicity and the updated website and flyers. Hopefully we will have a new page starting in a week or so. Teresa took initiative to compile an emergency contact list at Mira’s urging, which she will distribute to the Board. Mira was complimentary of Suzanne Koceyan’s handling of the incident on May 10. Mira’s written comments will be placed in her personnel file.

**New Business:** A new fabric was chosen for the library’s 10 table chairs. Judy will contact the vendor about having the chair fabric replaced and the wood on the chairs cleaned up. Cost is $100 per chair and is included in the current year’s budget.

**There were no public comments.**

Meeting adjourned at 8:05

Next meeting Thursday, June 13 at 6:30 pm.

Incident Report 5/10/2019

Follow up to strong burning smell at Library on Friday 10. Suzanne noticed the smell early in the day. Called the fire department. They were at the library for 2 hours looking for hot spots and tracking down the smell. No visible smoke. They determined it was coming from the furnace. Sun Heating and Cooling installed the furnace and they came by and discovered that the problem was debris in the furnace.

Tuesday, May 14 Called Wolverine Alarm to determine why the smoke detectors did not go off. Terry from Wolverine said they didn’t go off because they are photo sensors and they look for a visible cloud of smoke, which there wasn’t one. Residential smoke detectors are ionization detectors and they are tripped by smell as well as smoke. The difference between the two being life safety (home, while you are sleeping) vs. property safety. They will however come by and test the sensors.

Tuesday, May 14 Called Sun Heating and Cooling and enquired why there was debris in the furnace and could they send us information on a maintenance plan. Debris could not have been sucked in, it could only have gotten in when the access panel was off to change the filters. Don’t know who or when the filters were last changed.