**Franklin Village Public Library Board Meeting**

**December 9, 2021 6:30 pm**

**Agenda-**

1. **Called to order** at 6:39 pm
2. **Roll call:** Sue Stevens, Susan Pepper, Teresa Natzke, Rick David, Robin Rosen.
3. **Approve agenda –** approved unanimously
4. **Approve minutes from November 18, 2021 -** Rick David moved to approve the minutes and approved unanimously
5. **New Business:   
   Discuss plan to implement recommendations from the survey, part 4, Communications**

* Teresa handed out a sheet listing all the Methods of Communication used by the library which was written by Florence. We discussed the points on this list. Teresa believes that our communication is thorough and predictable. (Copy of document is attached at the end of these minutes)
* Teresa also briefly mentioned the possibility of creating a mobile app. The Board agreed that a more comprehensive discussion should be held at our next meeting in conjunction with our planned discussion regarding our website.

1. **Old Business  
   Holiday staff bonuses/Director**’**s salary.** These have been completed by the secretary and the Board president, respectively. **Generator -** Teresa presented the bid from Oak Electric for our generator. We are getting 2 other quotes, as well. Teresa will also ask the village offices what their quotes were of their proposed generators..  **Library Description in updated Village Master Plan -** Teresa presented a revised text for the Board to review and comment. It is understood that the purpose of this piece is to both describe the library and promote the uniqueness of the library to our community. Teresa will be submitting our text directly to the village planning consultant.
2. **Treasurer report**: approve November monthly report

* Rick stated that we had a large Edison bill this month and it was processed as an auto payment as it normally is. The bill appeared to be 20 times our normal amount. Teresa has contracted Edison on this matter and they agree that there is an error and is investigating.
* Sue Stevens made a motion to approve the report, Robin seconded it and the board unanimously approved

1. **Maintenance report**

* Covers vs. moving the outdoor furniture was discussed. The consensus was that we should pursue purchasing covers and the covers can be stored in the basement when not in use.
* The condition of the basement was discussed. We will look at this more closely in January. Teresa stated that there is water and other probable issues that must be addressed. We have adequate money available to put toward any repairs.
* The fountain was turned off, as needed.

1. **Librarian**’**s report**

* The driveway is completed.
* The lines need to be repainted on the side parking lot. This can be done in the spring.
* Dates for next year’s calendar of meetings were presented and discussed.

1. **Public comments**: none
2. **Adjourned** at 7:23 pm
3. **Next meeting January 13, 2022**

Respectfully submitted by Robin Rosen, Secretary

Franklin Public Library Methods of Communication (December 2021)

These are methods that are used not only for publicity and marketing but also ways to inform and educate our patrons:

Telephone  
Word of Mouth  
Personal Interaction  
Emails from staff to patrons  
Automated messages from the circ system via email, phone and text

E-bulletin (twice a month)  
Friend’s hard copy newsletter (mailed twice a year to each household)  
Library Website  
Facebook and Instagram  
Displays and flyers in the library and around the Village (QR codes available on flyers for immediate registration for programs)  
New card letter and Library bookmark given to everyone when they register with us.

Village Newsletter  
Monthly meetings with Village groups and organizations (FCA, Church, Hist Soc, etc.)  
Nextdoor  
Local Hop  
FCA Welcome packet  
Franklin Church Bulletin  
Franklin Preschool  
Link on the FCA news flashes

The Eagle (hard copy and website)  
Jewish News, Free Press, Detroit News, Patch (websites)

Some pertinent numbers:

545 Facebook followers  
704 Instagram followers  
590 subscribers to our E-bulletin  
20 library card applications applied for on-line in 2021