**Franklin Village Public Library**

**Board Meeting**

**May 13, 2021**

**6:30 pm via Zoom**

**Agenda**

Meeting called to order at 6:35 pm.

Roll call : Teresa Natzke did the roll call. Present: Susan Stevens from Franklin, Teresa Natzke from Clawson, Janice Cherkasky from Franklin, Robin Rosen from Franklin, Rick David from Franklin. Kim Greidanus from Franklin joined the meeting at approximately 6:45 pm and Susan Pepper joined the meeting from Franklin at 7:05 pm.

1. Agenda change: New business item moved to after Librarian’s report
2. Approve minutes from April 8, 2021: Rick David moved to approve the minutes.

Both agenda and minutes were approved by all.

1. New Business:

* Update on possible shed: as directed at our last meeting, Rick contacted Bill Lamott, as a knowledgable member of the Historical Commission to discuss the placement of a storage shed on Library property. It was suggested that we place the shed up against the building where our currently shed is located. Teresa reported that we do not have any outdoor games to place in the shed. Teresa indicated that any new shed needed to be fully secured.
* Update on the status of the Library Building and property. Rick indicated that no specific activity has occurred between the Village and the Library in this regard. We will have additional discussion at future meetings.
* Update on Property and Liability insurance. We are still waiting for the Village to begin annual negotiations with their carriers and they have been asked to include the Library in those discussions.
* Update on proposed Institutional zoning – Rick reported that he has been engaged with the Village Planning Commission as they continue to draft a proposed Institutional zoning for our property. The Commission has amended their proposal to insure that the Library would be considered an acceptable activity within said zone.

1. Old Business: Update on the Franklin Resident Library survey:

* Susan shared the preliminary results from our consultant. She will distribute the initial report right after our meeting and would like to have feedback from us within one week. Rick noted that we had a 16% response rate and it was observed that this was a good response rate for surveys of this type.
* The responses to the questions were overwhelmingly positive. There were recommendations that came out of the report and these will guide us for future actions, which we will work on after finalizing the report.
* “Promoters, Neutrals, and Detractors”' were discussed, and Susan shared the strategy for addressing them.
* We got ideas for new products and services patrons would like to see added.
* The report included an appendix so that we can remember all that was done for this survey so we can repeat the same process the next time we do this survey. This survey provided an opportunity to create a baseline from which to judge future surveys against.
* Teresa asked for all the raw data and Susan will provide this.
* Susan Stevens asked that all will have read the report prior to the next meeting so that we can have a discussion about the report at that time.
* Teresa suggested that a Strategic Plan come out of this report and Susan Pepper will look for a professional to do this at a future date.

5. Treasurer’s report: Approve April monthly report. Discussion and approval of Fiscal 2022 Annual Budget

* + - We are within budget, according to the monthly report. Susan Stevens motioned to accept the monthly financial report; Janice seconded it. Teresa took the roll call and all approved.
    - A preliminary annual budget for the upcoming fiscal year was distributed and discussed. Among the comments made –
      1. Property tax assessment went up slightly so our proceeds from tax collections will be up slightly.
      2. State aid is also projected to increase.
      3. There is a projected budget increase in Contract/Professional services. 4. There is money in the budget for capital improvements and outdoor games.
    - Teresa will submit a revised budget for final review and approval at our next meeting.
    - Rick asked if the Friends pay for the summer programs. Teresa confirmed that they do, along with the DVD collection. Teresa has also asked them to buy another bookcase. Rick requested that we get a written report from the Friends in the future which outlines the extent of their ongoing support
    - Rick attended the MLA Advocacy Day recently. Congressman Levin also attended.
    - Rick asked about using the church’s space for programming, if needed. This would only be if we had a hired presenter and the weather is bad, but we prefer to have the activities outdoors. In the summer, these activities are in the evening.
    - The Village emergency meeting order will continue for another 90 days.

6. Librarian’s report: Library update on grab and go and computer use

* + - Teresa reported that patrons have been very respectful of the rules. We have also opened one of the computers for use. At a meeting of the TLN, the quarantining of books was discussed and Susan Stevens suggested that we stop doing this, as the practice is no longer supported by the CDC.
    - Teresa said that we are moving toward returning to full hours and she will be working on a timeline for this.
    - Florence is doing a iPad and iPhone workshop at 2:00 on Fridays in the month of May, in the Reading Garden. She will grow this program if there is a good response. This was publicized in the Newsletter, on flyers, and on Facebook.
    - There has been a very good response to the next children’s programming.

7. Maintenance: Watering on and planting

* + - Kim reported that we have ordered a round picnic table and seating for our outdoor garden. It is made of cedar and will be sealed before put into service. Other institutions were contacted they confirmed that this specific product has held up well in the outdoors.
    - We now have drip lines installed in the new pots we purchased.
    - Kim will look into the purchase of a secured, outdoor storage shed

8. Informational Item provided by Rick: Please see attached. Library Trustee Ethics Statement.

* + - Board members have read this statement and are aware of its contents and collectively agreed to comply with this statement

9. Public Comments - None

10. Meeting adjourned at 7:30. Next meeting June 10, 2021 and the plan is to meet indoors at the library.

Respectfully submitted by Robin Rosen, secretary