

Appleton Public Library
Board of Trustees Minutes
February 15, 2005

Present: Bergen, Bergman, Bloedow, de Young, Eng, Moua
Excused: Ducklow, Dunlap
Others present: Attorney Behrens, Dawson, Kelly, Lenz, Ward

Minutes and Bill Registers

President Bloedow called the meeting to order at 4:00 PM. In Ducklow's absence, Bloedow appointed Eng as acting Secretary. Eng moved and de Young seconded approval of the January 13, 2005 minutes. Motion passed unanimously. Eng moved and Bergman seconded approval of the January 2005 and the final December 2004 Bill Register; the motion passed unanimously.

In reviewing the financial statements, Bloedow inquired about the Repairs to Building account and the negative ending balance for 2004. Dawson explained this resulted from unexpected end of year repair to the concrete on the footbridge which was required for safety. Unspent money in other accounts will cover the shortfall.

Library Board Retreat

The Planning Committee agreed to "set the wheels in motion" and start planning for the Spring Board Retreat. A suggestion was made to consider holding the retreat in March rather than in May. The Planning Committee will come up with a few possible dates and locations for the retreat for further discussion at the March meeting.

Personnel Policies

Dawson presented the "Fair Labor Standards Act", "Restricted Duty", and "References, Backgrounds, Polygraphs" policies. de Young had questions regarding the Restricted Duty policy and an employee's assignment to another department. Dawson confirmed this would only occur if HR obtains the Department Director's and supervisor's approval. Eng made a motion to adopt the changes and modifications of all three policies contingent upon adoption of all three policies by the City Common Council, seconded by Bergman. Motion passed.

Director's Report

"Appleton Speaks: One Community – One Book" is officially underway. The press conference was held at the Library on February 3, 2005. Dawson distributed t-shirts to the Board members and encouraged all to read the book and participate in the upcoming book discussions.

Dawson reported on the Library Legislation Day which took place on Tuesday, February 8, 2005 in Madison. Dawson and Bloedow attended briefings early in the day and then had the opportunity to meet with our district's legislators. Dawson distributed information from Legislation Day to the Board and reviewed current issues such as system funding, public library Districts and the Common School Fund. Dawson reported he had attended a budget reception at the Governor's Residence.

Dawson discussed his goals for 2005. He is getting input from the Mayor. The outcome of the Greenville Library Referendum will also influence his goals. Dawson asked that members of the Personnel Committee give some thought to his goals and goal-setting processes.

Dawson distributed January statistics: circulation is up approximately 10,000 from this same time in 2004. This may be attributed to the restoration of Library hours. He noted checkout is up 11,000 and holds are up 30%. A situation which is becoming somewhat difficult is that patrons are placing holds on items on-shelf; staff is scrambling to pull those items for patrons by the next day.

Other Business

Bergman reminded the trustees of the Library Foundation fundraising dinner at Riverview Country Club on Sunday, February 13, 2005 at 5:00 p.m. The theme of the dinner is "I ♥ My Library" and will include a silent auction. Bergman remarked that the dinner would be wonderful and that there were, at that point in time, 84 quests including six corporate sponsored tables.

The meeting adjourned at 5:04 PM.