

Appleton Public Library  
**Board of Trustees Minutes**  
June 9, 2005

**Present:** Bergman, Bloedow, Defferding, de Young, Ducklow, Dunlap  
**Excused:** Bergen, Moua  
**Others present:** Attorney Behrens, Dawson, Kelly, Shriver, Ward, Wiczorek

**Minutes and Bill Registers**

President Bloedow called the meeting to order at 4:00 p.m. Defferding moved and de Young seconded approval of the May 10, 2005 minutes. Motion passed. Bergman moved and Ducklow seconded approval of the May 2005 Bill Register; the motion passed unanimously.

In reviewing the financial statements, Defferding inquired about the telephone expenditures. Dawson explained the telephone bill is received in Technology Services at City Hall. The bill includes telephone service for all of the City Departments. Technology Services reviews the billing and then in turn bills the Library for their portion. There is a delay in receiving as well as paying the bill and this is why the year to date expenditure appears low.

**Postage Meter Refund Check**

Defferding moved to approve the deposit of the postage meter refund check to the City of Appleton's General Fund, seconded by Dunlap. Motion passed unanimously.

**Foundation Funds 2005-2006**

Bergman made a motion to approve the proposed Foundation 2005-2006 spending, seconded by Ducklow. Motion passed. de Young questioned whether or not the funds could be re-allocated if they had not been used and Dawson replied that the Foundation Board reallocated funds mid-year, but that there were small variances with some funds over-expended and others underexpended.

**Finance Committee: 2006 Budget Request**

The Library Board Finance Committee met on Tuesday, June 7, 2005 to review and make recommendations for the Library 2006 Budget Request. Dawson distributed copies of documents as approved by the committee, including the Library Budget Line Items and Programs, 2006 Library Budget, Frank P. Young Scholarship, Supplemental Budget Request – Circulation, and 2006 Capital Improvement requests. Dawson explained the Mayor had requested each City Department to submit Status Quo Budgets for 2006 with additional listing of cost savings equal to 5% of the 2005 operating budget.

Defferding inquired about the utilities water expense calculation. Originally the water expenses were calculated based on ½ of the year instead of a full year. This mistake was caught and corrected. The CIP's were discussed. There will be requests for four CIP's in the 2006 Budget. They are: Additional Self – Check Machines, Building Study, Security Camera Upgrade, and Lower Level Carpet Replacement.

de Young asked if Library patrons have expressed concern for their safety when at the Library. Dawson said he had received some comments, but infrequently. Bloedow asked if the Library had outdoor camera surveillance and Dawson replied no, as we are only staffed for this building and were not necessarily prepared to start monitoring parking areas. Ducklow asked about the possibility of having a security guard at the Library. Dawson replied that this has been discussed from time to time, but with most building supervision needs readily met by staff, additional staff were needed to meet library service demands.

### **Closed Session**

de Young moved to meet in closed session pursuant to Wisconsin statute 19.85(1)(c) to discuss budget matters seconded by Bergman. Roll call was taken and motion passed unanimously.

The Board reconvened into open session at 6:00 p.m. de Young moved approval of a proposed 5% cost savings budget reduction, seconded by Bergman. Roll call was taken. Motion passed unanimously.

### **Director's Report**

Dawson briefly noted the following:

- Statistics: May 2005 was the busiest May on record.
- Children's, adult and young adult Summer Library programs are all off to a running start. The Tom Pease concerts today brought in approximately 765 attendees.
- Volunteer program continues to grow with more volunteers helping shelve and improved record-keeping, training and background checks on volunteers
- Appleton will become a regional depository library, with a slight increase in the number of state documents provided for our collections

Dawson updated the trustees on a staff member who will be off of work for an extended period of time due to a sudden serious illness. Thoughts and prayers were expressed for a speedy recovery for the employee.

### **Other Business**

Ducklow moved to adjourn, seconded by Defferding. The meeting adjourned at 6:05 PM.