

Appleton Public Library
Board of Trustees Minutes
October 13, 2005

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

Public Participation and Communications

The Board welcomed new member Hurley Wilbourne. Wilbourne's appointment to the Library Board was approved by the City's Common Council.

Dawson informed the Trustees he had been contacted by Christopher Washburn who would like to donate a mobile to hang in the Library atrium. Dawson asked if the Building and Equipment Committee wished to meet with Library staff, Mr. Washburn and the mobiles artist, Steve Haas. The Board asked Dawson to contact the donor and artist to evaluate the donation.

Minutes and Bill Registers

President Bloedow called the meeting to order at 4:03 p.m. de Young moved and Bergman seconded approval of the September 8, 2005 minutes. Motion passed. Ducklow moved and Bergman seconded approval of the September 2005 Bill Registers; the motion passed unanimously.

In reviewing the financial statements, discussion about the increase in utility costs ensued. Staff and Board expressed concern about future utility bills. Dawson stated the Library should be fine with regard to utility costs through the remainder of 2005, though it might be necessary to transfer some materials dollars to utilities.

New Board Committee Appointments

Bloedow reviewed the new committee appointments and distributed the 2005 -2006 Library Board Committees list to the trustees. A correction to the list was noted. Chandler is no longer Board Secretary, Ducklow is the current Secretary.

Bergman moved to approve the Library Board Committee appointments as recommended, seconded by Ducklow. Motion passed.

OWLS Board Report and System Migration

The new OWLSnet system migration is going very well. The system should be on-line on February 21, 2006.

Director's Report

Dawson updated the Board on the 2006 Budget status. Budget Saturday is on October 22, 2005. There was discussion regarding the utility bills. Dawson stated City Finance plans to increase money in the Contingency Fund to take care of the anticipated increase in cost of utilities.

Dawson proposed changes to the Library's table of organization. The changes are: reclassifying the Community Services Supervisor position to Marketing and Development Coordinator; Adult Programming will become part of Reference and Info Services, with a Librarian also moving to the Reference section; replacing a full-time Technical Services Clerk position (employee retired) with a .25 clerk; and adding a half-time benefited Page Clerk in Circulation. Bergen moved to approve the proposed changes to the Library Table of Organization, seconded by de Young. Motion passed.

According to the Finance Department, there is a maximum \$1,035 available to award for the Frank P. Young Scholarship. Dawson proposed two \$450 scholarships with the balance to be added to the principle. Bergman moved and de Young seconded that the Board award one \$1,000 scholarship. The motion passed. Letters and application forms will be sent to local libraries and state library schools. The deadline for applications is November 30, 2005 at 5:00 PM. Dawson asked that the Policy and Scholarship Committees meet jointly to create a policy for the Frank P. Young Scholarship prior to next year's process.

Dawson and Kelly reviewed September 2005 statistics.

Dawson proposed the 2006 Library Calendar and dates closed. Closed dates proposed are Jan. 1 (New Year's Day), Feb. 20 (Presidents Day), Apr. 16, May 29 (Memorial Day), July 4 (Independence Day), Sept. 4 (Labor Day), Nov. 23 (Thanksgiving), Dec. 23-25 (Christmas), Dec. 31 (New Year's Eve) and Sundays May 28–Sept. 3. Ducklow moved to approve the 2006 Library Calendar and dates closed as proposed, Bergen seconded. Motion passed.

Other Business

The Library Board Planning Retreat date and agenda was addressed. The tentative date for the retreat is Friday, December 9, 2005. Potential agenda items include: budget and survey; libraries of the future; the future of libraries here. The time, final agenda and location of the retreat will be determined at a Planning Committee meeting to be set by Chair Ducklow.

At Bloedow's behest, the Board and others present extended tuneful birthday wishes to Assistant Library Director Kelly.

de Young moved to adjourn, seconded by Bergen. The meeting adjourned at 5:18 p.m.