

Appleton Public Library
Board of Trustees Minutes
December 8, 2005

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

Public Participation and Communications

Dawson received a Christmas card from former APL Director Jerry Pennington. Mr. Pennington wished to extend holiday greetings to APL Trustees and staff.

Minutes and Bill Registers

President Bloedow called the meeting to order at 4:07 p.m. Ducklow moved and Moua seconded approval of the November 10, 2005 minutes. Motion passed. Ducklow moved and Dunlap seconded approval of the November 2005 Bill Registers; the motion passed unanimously.

Dawson reported the Library is on target with the budgeted finances. We may over-expend on utilities considering the increase in cost of utilities. At this time we are in good shape and it appears there may be sufficient funds left in other accounts to cover the costs. Dawson and Wieczorek are working with the Finance department on budget transfers for printing revenue, lost and paid, and vending revenue received.

Frank P. Young Scholarship Committee Report

Moua reported the Scholarship Committee met on December 7, 2005 to review the scholarship applicants and to select the award recipient. APL Reference Library Assistant Tanya Misselt was chosen to receive the \$1,000 scholarship award. Congratulations to Tanya!

Moua also reported the scholarship committee discussed possible scholarship policy revisions. The revisions are in regard to how the funds are awarded. Dawson stated that he would have the Finance department review the policy revisions for format and then bring it back to the Library Board Trustees as an action item at a later date.

Dawson will notify staff via email announcing the recipient of the F. P. Young Scholarship award within the next week. Thank you letters will be prepared and mailed to all of the applicants.

Dunlap moved to approve the award of the Frank P. Young Scholarship in the amount of \$1,000 to Tanya Misselt, seconded by Bergen. Motion passed.

President's Report

Bloedow shared his experience on attending the WLA Conference in La Crosse with the Board trustees. Bloedow said he had a great opportunity to learn so much; especially on the issue of what it means to be a trustee. Bloedow encouraged other board members to attend next year's conference.

Bloedow distributed the WLF (Wisconsin Library Foundation) 2006 fundraising campaign brochure. He explained the foundation is working to turn around the lack of support received by libraries. They are hoping to raise public awareness to the fact that although there has been an increase in the use of libraries, there has not been an increase in the financial support. In addition to the fundraising pamphlets (Libraries Shouting!), radio, media and print ads will run.

Bloedow announced that the Library Foundation's fundraiser dinner (I Love My Library) would be held at Riverview Country Club on Sunday, February 12, 2006. More information would be coming regarding the event. Bloedow also asked trustees for their help and support with the event.

Director's Report

Dawson reviewed changes to the Fringe Benefits Policy. The changes occur in the verbiage of vacation payout and vacation carry-over language. There is also a change in verbiage regarding the health insurance coverage because of the change in providers as of January, 1 2006. Bergen moved to approve the proposed changes to the City of Appleton Human Resources Fringe Benefits Policy, seconded by Bergman. Motion passed.

The APL staff built a float for the Appleton Downtown Holiday Parade. The theme of the parade was Toys, and the theme of the float was "Imagination, Batteries not required". The parade took place on Tuesday, November 22, 2005. The Library's float was featured on television during the airing of the parade and also in the Post Crescent. Staff members assembled the float on their own time. Thank you to all who worked on the float and everyone who rode or marched along side of the float.

Library Legislation Day is coming up quickly. The date is January 31, 2006. This is a great opportunity to meet with state legislatures to address and discuss library related issues. Bloedow encouraged trustees to consider participating in the 2006 Library Legislation Day. At this time, Bloedow, Dawson and Kelly are planning to participate.

The Board Retreat is scheduled for tomorrow, December 9, 2005 at 9:15 a.m. immediately following the APL staff Holiday Brunch. The retreat will begin with a hands on tour of the library. After a behind-the-scenes look at library operations, the trustees will meet in the lower level meeting room to continue discussions.

November 2005 statistics were reviewed. Kelly noted the door count numbers and explained that the library recently installed a new door counter. There were numerous problems with the previous door counter. It was inconsistent in its ability to accurately count patrons. The new door counter is a thermal imaging unit which measures spots of heat. The old equipment counted patrons with an infra-red beam. The numbers should become more accurate with the new equipment.

Bergen commented about FOCOL and how it has grown by approximately 20% each month. Fox Valley Memory is slightly lower in monthly hits.

Bergman said he was pleased to see the substantial increase in web page hits. Services and links offered through the APL website are growing. Internet workstation sessions are also up for the year.

Other Business

Nancy Pearl is at the library today, sponsored by the Appleton Library Foundation. She is speaking for an OWLS workshop during the day, and this evening will give a public presentation recommending books to give as gifts for the holidays. Nancy is the author of *Book Lust* and other books, as well as a reviewer for National Public Radio. She is a dynamic speaker. The Library is delighted to have her here.

Closed Session

Dunlap moved to meet in closed session pursuant to Wisconsin statute 19.85(1)(c) to discuss personnel matters seconded by Bergen. Roll call was taken and the motion passed unanimously at 4:41 PM.

The Board reconvened into open session at 4:56 PM. Bergen moved approval of the Personnel Committee's end of year 2005 evaluation of Library Director Dawson, seconded by Dunlap. Motion passed unanimously.

Ducklow moved to adjourn, seconded by Dunlap. The meeting adjourned at 4:57 p.m.