

Appleton Public Library
Board of Trustees Minutes
4:00 PM July 11, 2006
Library Board Room

1. **Call to Order**

President Bloedow called the meeting to order at 4:06 p.m.

Roll Call

Members Present: Bloedow, Brooker, de Young, Dunlap, Moua, Wilbourne

Members Excused: Bergen

Others present: Assistant City Attorney Behrens, Bergman, Dawson, Ducklow, Kenney, Shriver, Ward, Wiczorek

2. **Approval of Minutes**

Brooker moved and Moua seconded approval of the June 13, 2006 minutes. Motion passed. (6-0)

3. **Appearances and Communications**

None.

4. **Action Items**

a. **Approval of Bill Register**

Bloedow appointed Dunlap as acting Secretary.

Brooker moved to approve the June 2006 Bill Register, seconded by Moua; motion passed. (6-0)

b. **2007 City Budget Request – Revisions**

Dawson informed the trustees of a Library employee's letter of intent to retire. This employee has been a long term employee and her retirement could have an impact on the budget Cost Savings list. Dawson proposed to re-prioritize and re-submit the 2007 City Budget Request - Cost Savings list, including a change to the Library table of organization to be implemented in October, with the retiring employee replaced by two half-time positions.

Brooker moved to approve the 2007 City Budget Request Revisions, seconded by Moua. Motion passed. (6-0)

c. **Library Director's Mid-Year Performance Review**

This action item was deferred to the end of the meeting for closed session.

5. Information Items**a. Library & Council Gathering**

Bloedow, Brooker and Dawson met to discuss and determine dates for a get acquainted gathering with the alderpersons. The dates and times for the gathering are Tuesday, July 18 at 4:00 p.m. and Wednesday, July 19 at 10:30 a.m. As of today only one alderperson has RSVP'd and is unable to attend either session. Brooker said he would email the alderpersons and re-invite them. Dawson also reminded trustees to attend either session or both if possible. If there is not much response for the gathering by Monday, July 17 we will look at postponing the get together until the fall.

b. Director's Report**i. City Planning and SWOT Analysis**

City Department Heads participated in a Strategy Planning Retreat led by a facilitator. Dawson was on vacation so Kelly, Kenney and Wieczorek worked together to complete a pre-retreat SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis worksheet and submitted it to the Mayor prior to the meeting. Trustees reviewed the SWOT and discussed some concerns regarding "safety issues" which was listed in the Weaknesses section of the worksheet.

ii. Sick Leave Usage

Dawson reported that employee sick leave usage is being monitored by the City Human Resource Department on a city wide basis. The reason for this is to detect abuse of sick time. The Library also monitors employee sick leave usage. The Library currently has three employees who have exceeded the City's average use of sick time for the year-to-date. All three employees have been spoken to by their immediate supervisors and it has been determined the sick leave was not abused. In comparison to other City departments, the Library's sick leave use is about half of other departments sick leave use.

iii. Board Meeting Schedule

The Library Board Trustees will not meet in August. However, the Nominating Committee, Personnel Committee and the Finance Committee may need to schedule meeting dates and times.

iv. Exhibits Policy

Kelly noticed the wording of the purpose of the Exhibits Policy did not make sense when she read it. She revised the wording from:

The Appleton Public Library provides display case and exhibit space consistent with the Library's mission, programs and services and contribute positively to the Library's environment.

to:

The Appleton Public Library provides space for displays and exhibits which are consistent with the Library's mission, programs and services and which contribute positively to the Library's environment.

It was agreed the change of wording clarified the purpose statement of the Exhibits Policy.

v. Monthly Statistics – June 2006 & Summer Library Programs

June 2006 Statistics were reviewed and discussed. Circulation was at an all time record high during the month of June with 121,000 items checked out.

Program attendance is also very high. The Summer Library Programs have almost 4000 people registered. This is the first year an Adult Summer Reading program is being offered and there are over 400 adults signed up. The teen program has more than 300 young adults registered and the children's program has over 2,700 children, including the outreach sites of the Boys & Girls Club, Janet Berry, Horizon and Lincoln schools.

Electronic Resources continues to grow. FOCOL, Fox Valley Memory, and the APL website hits have all increased.

deYoung asked about the door counter and why the Library tracks door count. Kelly noted the State requires us to report door count information on the annual report. Dawson and Wiczorek explained that the new door counter only counts movement coming in through the doorway, not leaving using a thermal imaging unit which measures the heat of bodies passing through its imaging path. Kelly said door count is an important measure because not everyone uses the library in the same way: people come to the library for a variety of reasons in addition to checking out materials.

6. Closed Session

Dunlap moved to meet in closed session at 4:52 p.m. pursuant to Wisconsin statute 19.85(1)(c) to discuss personnel matters seconded by Wilbourne. Roll call was taken and the motion passed. (6-0) The Board reconvened into open session at 5:10 p.m. deYoung moved to refer the Library Director's 2006 Mid-Year Performance Review to the Personnel Committee, seconded by Dunlap. Motion passed. (6-0)

7. Adjournment

Moua moved to adjourn, seconded by Brooker. The meeting adjourned at 5:12 p.m.