

Appleton Public Library  
**Board of Trustees Minutes**  
4:00 PM October 10, 2006  
Library Board Room

1. **Call to Order**

President deYoung called the meeting to order at 4:02 p.m.

**Roll Call**

**Members Present:** Bergman, Bloedow, Brooker, de Young, Ducklow, Moua, Wilbourne

**Members Excused:** Bergen, Dunlap

**Others present:** Assistant City Attorney Behrens, Dawson, Kelly, Kenney, Lenz, Shriver, Ward, Wiczorek

2. **Approval of Minutes**

Bergman moved and Brooker seconded approval of the September 12, 2006 meeting minutes. Motion passed. (6-0)

3. **Action Items**

a. **Approval of Bill Register**

Bergman moved to approve the September 2006 Bill Register, seconded by Bloedow; motion passed. (6-0)

b. **2007 Calendar**

Dawson distributed a revised 2007 Calendar recommending days the Library be closed. Bloedow moved to approve the proposed revised 2007 Calendar, seconded by Brooker. The motion passed. (6-0)

c. **Invitation to Department of Public Instruction and OWLS Staff**

deYoung reported speaking with Mike Cross of the Department of Public Instruction regarding library and municipality relationships. Mr. Cross along with Rick Krumweide of OWLS offered to come and speak with the APL Board of Trustees about strategies for fostering good relationships with municipalities. Trustees thought this was a good idea, but better suited to a Board Retreat than a meeting. Bloedow moved to approve the invitation to the Department of Public Instruction and OWLS staff to attend the next Board planning retreat, seconded by Ducklow. The motion passed. (7-0)

5. **Information Items**

a. **Board Committee Appointments**

deYoung announced 2006 - 2007 committee appointments:

<b>Building &amp; Equipment</b>	Bergman (chair), Brooker, Dunlap
<b>Finance</b>	Wilbourne (chair), Bergman, Brooker, Ducklow
<b>Nominating</b>	Dunlap (chair), Bloedow, Ducklow
<b>Personnel</b>	Bloedow (chair), Bergen, Wilbourne
<b>Planning</b>	Ducklow (chair), Bergman, Moua, Wilbourne
<b>Policy</b>	Bergen (chair), Dunlap, Moua
<b>Scholarship</b>	Moua (chair), Bloedow, Ducklow

**b. Finance & Personnel Committee Report**

Minutes from the joint Finance & Personnel Committee meeting were included in the meeting packets mailed prior to the meeting. Bergman met with Mayor Hanna to discuss the Facilities Management / Library Maintenance staffing issue. The committees used Bergman's recommendations and subsequent discussions between the Mayor and Dawson to make additional budget recommendations. The Mayor had already incorporated these into his published executive budget so no further action by the full Board was needed. Changes included eliminating the inflationary increase in the materials budget and reducing the 2007 table of organization by 1.1 FTE of non-benefited part-time staff.

deYoung and Dawson also met with Mayor Hanna, City Attorney Walsh and City Human Resources Director Neisen to discuss staffing / budget issues. deYoung stated the meeting was very positive and Director Neisen had commented during the meeting how pleased she was with the work of the Board Trustees in handling City Human Resources issues. She expressed concern that Alderpersons might not be receiving copies of approved Library Board meeting minutes. Dawson said he had confirmed with the City Clerk's office that Alderpersons were receiving Board minutes, financial reports and library statistics in their packets.

**c. Director's Report**

**i. Budget Status**

The Mayor's 2007 Library Budget was reviewed. Dawson distributed two handouts: 2007 Budget Comparison (yellow sheet) and 2007 Budget Detail (blue sheet). The comparison reflects approximately \$49,000 in cuts from the proposed budget reduction list approved by the Board in June. In addition, in order to make the transition to Facilities Management, \$74,000 was deleted from maintenance program operating accounts, as well as the materials budget freeze and staff reductions as noted.

Trustees questioned line item 6420 – Facilities Charges and the \$193, 516 associated with it. Trustees would like to know what the dollars represent and how they were calculated. Dawson noted that Library staff was in discussion with the Finance staff and would continue to seek more information and communicate it to Board members.

Brooker reminded trustees that Budget Saturday is on October 28, 2006, the Public Budget Hearing is on Wednesday, November 1, 2006 and the 2007 Budget Adoption is on Wednesday, November 8, 2006.

Brooker moved to hold the November Library Board meeting on Monday, October 30, 2006 at 4:00 p.m., seconded by Ducklow. The motion passed.

**ii. Policy Revision Status**

Dawson distributed a draft of the revised “Rules of Conduct” policy. Nothing has changed regarding the actual policy, though procedural rules have been modified. Ducklow asked about cell phone use in the library. Dawson said that cell phone use is not allowed on the 2<sup>nd</sup> floor but is allowed on the main floor of the library. Board members suggested that the policy document indicate the date of revisions.

**iii. Monthly Statistics – September 2006**

Circulation had a substantial increase in check-outs and holds. deYoung asked why the Children’s Programs year-to-date were down from last year at this time. Kelly said the program cycles vary from month to month and the programs are not always the same from year to year.

**6. Other Business**

Ducklow will schedule a time for the Planning Committee to meet and determine the Board Retreat date, time and place.

The Friends of the Appleton Library (FOAL) have a board meeting tonight at 5:30 p.m. in the Library Board Room. Advocacy will be discussed and Kenney said there are approximately 60 people signed up to volunteer.

Kelly announced the annual E.A.T.S. is at UW – Fox Valley on Saturday, October 14, 2006. She has tickets if anyone is interested in attending.

**7. Adjournment**

Bloedow moved to adjourn, seconded by Wilbourne. The meeting adjourned at 5:09 p.m.