

Appleton Public Library  
**Board of Trustees Minutes**  
4:00 PM, March 9, 2006  
Library Board Room

1. **Call to Order**

President Bloedow called the meeting to order at 4:01 p.m.

2. **Roll Call**

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

**Members Excused:** Dunlap

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

3. **Approval of Minutes**

Defferding moved and Bergen seconded approval of the February 9, 2006 minutes. Carried (8-0).

4. **Appearances and Communications**

None.

5. **Action Items**

a. **Approval of Bill Register**

Bergman moved to approve the February 2006 Bill Register, seconded by Ducklow; motion passed. (8-0).

The postage line item no longer exists. All of the library mail is processed through the City Clerk's office and the expense is included in the Clerk's budget.

Defferding inquired about the number of library employees who have procurement card privileges. Dawson replied the library has approximately 15 employees who have City issued credit cards and use them in compliance with the City's Credit Card Policy. There is a good system of checks and balances in the reporting of purchases made with the cards. The cards also have purchasing amount limits. Finance conducts an annual audit, and a credit card expenditure report is submitted to Jeff Fait in Finance on a monthly basis.

b. **State of Wisconsin Annual Report**

Defferding moved to approve the Public Library Annual Report 2005, seconded by Ducklow. Motion passed. (8-0)

Dawson distributed copies of the Public Library Annual Report 2005. The annual report contains information regarding status, usage, revenues, expenditures, library staff and library trustees. The information in the report lets the state know the library is in compliance with state statutes. Kelly and Wieczorek prepared the report. All of the data is from 2005 with the exception of the question regarding the automated system.

**c. Parking Resolution**

Wilbourne moved to approve the proposed Parking Resolution to ask the Common Council to remove parking fees 5:00 p.m. – 9:00 p.m. in the Library Plaza lot, seconded by Bergen. Motion passed (8-0).

Dawson and Defferding attended the Municipal Services Committee Meeting on March 7, 2006 to express concerns regarding the parking situation at the Library. The Library parking resolution was written as a direct result of the Municipal Services Committee looking into the possibility of free parking on metered City streets on week day evenings from 5:00 p.m. – 9:00 p.m. Dawson felt if the streets were going to be fee -free parking during those hours the same should apply to the parking fees in the Library Plaza lot. Dawson indicated to the committee he would like to see the Library Plaza lot have free parking from 5:00 p.m. – 9:00 p.m. on week day evenings. One of the most common complaints of library patrons is that of being charged for parking while using the Library. Dawson said the committee discussed the parking issues for over an hour and decided to resume the discussion again in one month.

**d. Library Board Retreat**

deYoung moved to hold the Library Board Spring Retreat on Friday, May 12, 2006, seconded by Moua. Motion passed. (8-0). The agenda and location of the retreat will be determined by the Planning Committee.

**6. Information Items**

Director's Report

a. Info Soup

The new automated system (Info Soup) is up and running. Dawson has had several emails from patrons (including trustee Ducklow) expressing their satisfaction with the new "Info Soup". The new system has many great features including that of sending out overdue notices via email prior to items

actually being over due. There have been a few glitches with the transition but in general things are going very well.

b. Telephone System

The telephone system has changed for the Library and the other City departments. We are now using a VOIP (Voice - Over - Internet Phone) system. The City's Technology Services Department has installed and programmed all of the new telephones at the Library. There are some bugs in the new system and we are working to get the problems corrected.

c. City Policies: Salary Administration Policy, Investment Policy

The Human Resources Salary Administration Policy and the Finance Investment policy have been revised. The changes are in the language of the policies providing more clarification.

d. February Statistics

Kelly said the numbers for the February 2006 statistics are completely unreliable. They are based on best guess and extrapolation due to the new system migration. Basically it is apples to oranges comparisons. The old software counted things differently than the new software. Statistics should become clearer in the following months.

e. Dawson, Bloedow, Hull and Kenney met to discuss library advocacy. They would like to have a retreat with a few representatives from ALF, APL trustees and FOAL to talk about various types library advocacy. It may also be possible to get a facilitator from FVTC to facilitate the discussions.

f. Dawson and Bergen (Personnel Committee Chairperson) met to discuss the monitoring of Dawson's 2006 goals.

g. On April 27, 2006 the library will show the film "Good Night and Good Luck" followed by a panel discussion with panel guests Brian Farmer, Tony Palmeri, Mike Bergen and a professor from Lawrence University (TBA). The program will be held at the library in conjunction with the Valley Scene.

h. Dawson has been appointed to the LSTA Advisory Committee. This is a 3 year appointment with the committee meeting approximately twice per year.

i. Dawson has been invited to the Neenah Public Library on April 24, 2006 to speak about the Patriot Act and libraries.

**7. Other Business**

Bloedow thanked the Library trustees for their support of the Library Foundation Fundraiser Dinner event. He asked the trustees to put the event on their calendar for next year. The event was a great success! Bloedow also thanked and applauded staff for all of their help with the event. Special thanks to Karen Probst and Colleen Rortvedt for the wonderful piano playing and singing.

**8. Adjournment**

The meeting adjourned at 5:04 p.m.