

**Appleton Public Library
Planning Committee Meeting**

4:00 PM April 24, 2007

Library Board Room

Present: Terry Bergman, Will Bloedow, Karen de Young, Peter Ducklow, Sue Moua, Pat Boldt, Terry Dawson, Pete Gilbert, Ellen Jepson, Barbara Kelly, Rick Krumwiede,
Others Present: Maureen Ward

I. Call to order

Chairman Ducklow called the meeting to order at 4:04 p.m.

II. Approval of minutes from last meeting

deYoung moved and Bloedow seconded approval of the March 27, 2007 meeting minutes. The motion passed.

III. Informational Items

Staff recommendations for the new plan were reviewed and discussed. Jepson, as Staff Planning Task Force liaison, reported the staff recommendations to the committee. Jepson stated the staff committee saw need for an increase in staff training, internal communication and a volunteer coordinator.

Jepson answered questions from committee members regarding volunteers. The questions addressed how volunteers are utilized, how much time is spent training them, how much time is spent contacting and scheduling them and are they providing a useful service to the library. Jepson said there are differences of opinion among library staff regarding their experience using volunteers

Dawson remarked that he appreciated the efforts of the staff group. He noted that some of the committee's recommendations have already been implemented, some have resulted in modifications to the draft plan, and others will require further discussion. He said that in reviewing the committee's recommendations, it was evident to him the staff has overwhelming concerns of doing too much with too little. We are feeling stretched and have limited resources. He noted that given growth in demands, unless we can get additional resources, we will need to consider cutting services. Closing at 8:00 PM year-round is one possibility to consider. Jepson reported that the staff's top priority is advocacy.

Staff and Board members discussed concern over the lack of training opportunities which occur in three ways: 1) the training budget has been cut 2) staff are too busy with regular duties to take time for training 3) non-benefited staff budget has not allocated sufficient hours for training.

IV. Action Items

a) **Additional Input : Community Leader Interviews**

Long Range Planning committee members will contact key people in the community to interview one on one about library issues. Members suggested people they would contact. Krumwiede and Dawson will develop interview questions and email them to committee members within the next week. Committee members may submit interview results to Dawson and he will compile the results prior to the next committee meeting.

Other suggestions discussed were the possibilities of putting together a roundtable group or focus group to discuss issues the library is facing. A public hearing was also suggested for consideration.

b) **Draft plan**

The committee reviewed the draft of the Long Range Plan 2008-2010 and recommended the following changes:

(2007)

Goal #1 – ~~Develop~~ Foster a lifelong love of reading and learning in children and young adults.

Goal # 2

Strategies

5. **Provide programs and individual assistance to develop skills in evaluating information sources.**

Goal #3

Strategies

1. Collect materials ~~for~~ to **meet public** demand, balanced with other ~~collection needs~~ **community needs for library materials.**

Goal #5 – Serve as a community gathering place and provide local information, local history, and cultural diversity resources. **Is the key goal in need of clarification?**

Goal #6

Strategies

2. Hire high-quality staff with ~~additional~~ with skills in languages and technology, and provide them with adequate compensation commensurate with other libraries and other City employees.

5. ~~Hold annual meeting of staff development committee with supervisors to assess training needs and establish required training curriculum for all staff.~~ **Annually establish required training curriculum for all staff**

Goal #7 - Review ~~service~~ **community** needs *for library services* and ensure adequate financial resources.

Goal #9

Strategies

3. Work jointly with *City of Appleton* Facilities Management **Department** to ensure that facilities are well-maintained, including budgeting capital expenditures.

deYoung commented on Goal #7, strategy item #10 regarding library advocacy, noting that advocacy is complicated because the players change, the rules change, and the issues change.

V. Other Business

Dawson noted that the committee or the Board might consider holding a public hearing to educate people about issues the library is facing. This could be an opportunity for library advocacy and to promote the library's value as a resource to the community, as well as gather additional concerns.

The next Long Range Plan Committee meeting is scheduled for Monday, May 14, 2007 at 4:00 p.m.

VI. Adjournment

The meeting adjourned at 5:58 p.m.