

**Appleton Public Library  
Board of Trustees Minutes**

4:00 PM January 9, 2007  
Library Board Room

**I. Call to order**

President de Young called the meeting to order at 4:04 p.m.

**II. Roll call**

**Present:** Bergen, Bergman, Brooker, de Young, Ducklow

**Excused:** Bloedow, Dunlap, Moua

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

**III. Approval of minutes from last meeting**

Brooker moved and Ducklow seconded approval of the December 12, 2006 meeting minutes. The motion passed. (5-0)

**IV. Appearances, Public Participation & Communications**

Dawson announced the resignation of board trustee Wilbourne. de Young said she would like to speak with Mayor Hanna about the new trustee appointment and she would contact him in the next week.

**V. Action Items**

**a) Approval of Bill Register**

Bergman moved to approve December 2006 (partial) Bill Register; seconded by Brooker. The motion passed. (5-0)

**b) Policies – Internet Use Policy, Unattended Children Policy, Travel Policy, Respirator Policy**

Bergen moved to approve the Respirator Policy; seconded by Brooker. The motion passed. (5-0)

Dawson stated the Internet Use policy has been updated to state the Library will assume that children under age 18 have parental permission to use Library resources including the internet. The policy also states that some websites which are appropriate to view in the adult area of the library may not be appropriate in the children's section. Brooker moved to approve the Internet Use policy; seconded by Bergen. The motion passed. (5-0)

Dawson explained the revision to the Unattended Children Policy was to set guidelines for staff for handling issues when children are unattended and

experiencing or creating problems or when they have been left at the library after closing. The policy states that no staff member will remain alone with a child and that after waiting with the child(ren) for 15 minutes, staff will contact the Appleton Police Department to ensure safe transport home. Ducklow moved to approve the Unattended Children Policy; seconded by Brooker. The motion passed. (5-0)

Dawson said that he had been working with Finance on a revision to the Travel policy regarding adding a sentence that would give the Library Board the authorization to approve out of state travel for library employees. Bergen moved to hold the Travel Policy until the next board meeting; seconded by Ducklow. The motion passed. (5-0)

## **VI. Information Items**

### **a) Director's Report**

#### **i. Project Promise**

Fox Cities Reads/Project Promise is moving forward. Six area libraries are involved with the read as well as the Community Health Action Team (CHAT). The Kick-Off breakfast takes place next week on Thursday, January, 18, 2007 at the Radisson Paper Valley Hotel. Local poet laureate Ellen Kort will read an excerpt from the book *Nickel and Dime*. Mayor Hanna will speak about the efforts of the APL and area libraries working together. Appleton North Theater students will perform a short dramatization on poverty. Other events sponsored by Thrivent Financial Services, FIS, FCRMCC (Poverty Diversity Circles), and CAP Services (Poverty Simulations) will be taking place throughout the community in conjunction with the read to help raise social awareness of issues and degrees of poverty. Items which will be available to promote the Fox Cities Reads are t-shirts, buttons, posters and placards on the City buses.

#### **ii. Bloodborne Pathogen Policy**

The Bloodborne Pathogen Policy has been revised. The revisions to the policy do not affect the Library. The procedures have not changed but who will be called to clean up in other City departments has changed. The Library maintenance staff will still be responsible for the proper handling and cleaning up of bloodborne pathogens in the Library. The maintenance staff receives specific training of these procedures.

#### **iii. Foundation Fundraiser**

The Library Foundation "I Love My Library" dinner is Sunday, February 11, 2007 at 5:00 p.m. at Riverview Country Club. Corporate invitations were mailed a few weeks ago, and individual invitations were mailed the end of last week. All board trustees are invited and encouraged to attend.

**iv. Info Soup & Open WorldCat Demo**

Kelly gave a demo on using Info Soup and the Open WorldCat on-line inter-library loan system/links. The reference staff uses WorldCat to help patrons obtain items not owned in the OWLSnet library network.

**v. 2006 Survey Results & 2007 Long Range Planning Process**

Dawson distributed a summary of the 2006 survey results for trustees to review. The survey took place in late October of 2006, with in-house patrons and on-line patrons participating. Dawson gave a power point presentation showing that the Library has different markets of patrons with different needs and perceptions. The survey results will be useful in 2007 long range planning.

A staff planning retreat will take place on President's Day (2/19/2007) from 8:00 a.m. – 12:00 noon at the Library. All benefited library staff are invited to take part. Rick Krumwiede of OWLS will be facilitating the retreat. The agenda will include issues such as community needs, facility, service demands and resources, staff training and leadership, and technology change. The current plan and assumptions will be discussed and include the mission and roles, goals and strategies/objectives. The ideal timeline is to complete the 2007 Long Range Planning process in May prior to the 2008 budget process.

Dawson also suggested the board Planning Committee may want to meet sometime before the February retreat. He suggests augmenting the Planning Committee for the duration of this long-range planning process with representation from The Appleton Library Foundation, FOAL and OWLS, as well as library staff.

**vi. Statistics – December 2006**

Preliminary statistics for December 2006 were reviewed. Circulation was up 7% overall and reserves continue to grow faster than circulation. Electronic service access and use of the website continues to increase.

**VII. Other business**

Dawson reported speaking with Pete Hensler of the Community Development Department regarding the placement of a painted lion at the Library. The lions are being placed at community sites within the City to promote the Lion King musical, playing at the Fox Cities PAC May – June 2007. Board members did not feel this would require their action to approve.

**VIII. Adjournment**

Ducklow moved to adjourn the meeting at 5:23 p.m.; seconded by Bergen. (5-0)