

**Appleton Public Library  
Board of Trustees Minutes**

4:00 PM February 13, 2007  
Library Board Room

**I. Call to order**

President de Young called the meeting to order at 4:03 p.m.

**II. Roll call**

**Present:** Bergen, Bloedow, Brooker, de Young, Ducklow, Moua

**Excused:** Bergman, Dunlap

**Others Present:** City Attorney Behrens, Dawson, Kelly, Kenney, Shriver, Wiczorek, Ava Grosskopf, Lisa Maas

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

Brooker moved and Ducklow seconded approval of the January 9, 2007 meeting minutes. The motion passed. (6-0)

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

Student visitors Ava Grosskopf and Lisa Maas were present to observe the meeting.

**V. Action Items**

**a) Approval of Bill Register**

Brooker moved to approve December 2006 and January 2007 Bill Register; seconded by Ducklow. The motion passed. (6-0) The new format for the Bill Register was reviewed. deYoung asked for more information about vendors. Brooker would like an additional column added to the report to explain major expenses in the materials budget.

**b) Fox Cities Online Service Agreement**

Ducklow moved to approve the Fox Cities Online Service Agreement; seconded by Bloedow. The motion passed. (6-0)

Dawson summarized the agreement.

**c) Facilities Management Agreement**

Bergen moved to approve the Facilities Management Agreement; seconded by Brooker. The motion passed. (6-0) Dawson stated he was happy with the agreement. Facilities Management has been responsive and helpful. The agreement codifies who does what. Bergen asked if library-related Facilities Management expenses would equal the \$180,000. Dawson said he did not believe it would. Brooker expressed concern about the monthly billing process, and Dawson noted this is still developing.

**d) Policies: Fleet Safety Policy, Travel Policy**

Bloedow moved to approve the Fleet Safety Policy; seconded by Ducklow. The motion passed. (6-0)

Bergen moved to approve the Travel Policy; seconded by Moua. The motion passed. (6-0)

**e) Library Director's 2007 Goals**

Bergen moved to approve the Library Director's 2007 goals; seconded by Moua. The motion passed. (6-0) Bergen asked that staff from the various sections of the library make presentations at the Board meetings; there was general agreement.

**VI. Information Items**

**a) Director's Report**

**i. Foundation Fundraiser**

deYoung gave a glowing review of the ILML dinner. She also suggested having participants critique the event. Kenney gave a preliminary summary of the revenues.

**ii. Policy: Recruitment & Selection Policy**

Dawson updated the trustees on the Recruitment and Selection Policy revisions.

**iii. Planning Process**

Dawson outlined his plan for developing a new strategic plan. He stated there would be a half – day Long Range Planning Retreat on President's Day (2/19) for benefited staff. Rick Krumwiede of OWLS would be facilitating the staff retreat. Results from the retreat will be compiled and reported to the board and the Planning Committee.

**iv. Statistics – January 2007**

Dawson distributed copies of the January 2007 Statistics.

**VII. Adjournment**

Ducklow moved to adjourn the meeting at 5:14 p.m.; seconded by Bloedow. (6-0)