

**Appleton Public Library  
Board of Trustees Minutes**

4:30 PM September 11, 2007  
Library Board Room

**I. Call to order**

President deYoung called the meeting to order at 4:30 p.m.

**II. Roll call**

**Present:** Bergen, Bergman, Bloedow, deYoung, Ducklow, Dunlap, Moua,

**Excused:** Brown

**Others Present:** City Attorney Behrens, Dawson, DeJardin, Kelly, Kenney, Lenz, Nelson, Ward, Wieczorek,

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

Ducklow moved and Dunlap seconded approval of the July 10, 2007 meeting minutes. The motion passed. (7-0)

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

Ducklow shared a flyer he received for a Dyslexia Symptoms & Solutions Informational presentation Friday, September 14, 2007 at the Appleton Christian School.

Dawson noted an article and photo on adults who read in the current *Post Crescent*. The article features extensive data and quotes from our library as well as photos and quotes of Ann DeBroux, Will Bloedow's daughter.

**V. Action Items**

**a) Approval of Bill Register**

Ducklow moved to approve the July 2007 Bill Register; seconded by Dunlap. The motion passed. (7-0) Ducklow moved to approve the August 2007 Bill Register; seconded by Bloedow. The motion passed. (7-0)

**b) Nominating Committee Report & Election of Officers**

Dunlap, chairman of the Nominating Committee respectfully submitted the following slate of officer nominees:

**2008 APL Board of Trustee Officers**

President	Terry Bergen
Vice-President	Peter Ducklow
Secretary	Sue Moua

Bloedow moved to approve the 2008 APL Board of Trustee officers; seconded by Bergman. The motion passed. (7-0) deYoung expressed her gratitude to the Board for allowing her the opportunity to serve as Board president over the past

year. She offered her assistance to new Board president Bergen and congratulated all of the officers on their 2008 appointments.

**c) Policies**

Dawson presented policies from Facilities Management and noted that he and Facilities Management Director Gazza had agreed on a modification to the Furniture Management Policy. The revision adds Section V; paragraph "J" and states:

"J. Public Library

Special provisions will apply in cases where furniture is purchased for the library or with library funds. Procurement and disposal will be made according to library policy and the Service Agreement between Facilities Management and the Library Board."

Bergen moved to approve the Facilities Grounds & Modification policy, the amended Furniture Management Policy and the Energy Conservation & Sustainability policy; seconded by Ducklow. The motion passed. (7-0). A revised Furniture policy will be emailed to Board trustees.

**VI. Information Items**

**a) Director's Report**

**i. Long Range Plan follow-ups:**

**1. Technology Planning Task Force**

Kelly is overseeing the Technology Planning Task force, comprised of employees from the various sections of the library. They will review the previous technology plan in developing a new plan. This will be done by matching goals and strategies in the Library's strategic plan with needs of staff and patrons. They plan to set technology standards including training and competency levels for staff.

**2. Marketing Committee**

Marketing Committee members are Ducklow (Library Board), Dave Willems (Library Foundation Board), Dawson and Kenney. The group has discussed a "brand" for the Library, a possible independent study to gain insight on public perception of the library, and library advocacy.

**3. Library Foundation Planning**

The Appleton Library Foundation's previous Long Range Plan was distributed. A committee of the Foundation Board will review the Foundation Plan.

**4. Downtown neighborhood planning**

The work of the group studying our neighborhood environment led to a lengthy discussion on the overall perceptions of safety and security around the Library, with there being no clear consensus among Board members. Board member Ron Dunlap, who represents the school district, volunteered to join the study group. deYoung also expressed interest in participating when her schedule allows.

**ii. Report on discussions with the Mayor**

Bergen and Dawson met with Mayor Hanna. They discussed a new trustee appointment, the physical needs of the Library and the 2008 Budget request.

**iii. New Administration Staff**

Kathy Dreyer started this week as our Data Assistant and is already doing statistics and helping develop our contacts database. Kathy will help with records retention and is learning Dreamweaver to help with Intranet and website updating. Kathy will report to Barb Kelly.

Lou Hull starts next Wednesday as Volunteer Assistant. Lou is a past President of the Friends of Appleton Library and will help us with recruiting, processing, training and scheduling volunteers. Lou will report to Michael Kenney

**b) Policies**

Dawson presented the revised Bloodborne Pathogens Policy as information. It is a 56 page policy and the changes are in policy language and do not substantively affect library staff or service.

**c) Budget Transfers**

Dawson noted that informational 2007 Budget transfer requests were sent to Board members and that additional transfers would be forthcoming, per the Budget Policy as approved by the Board and Council.

**d) Statistics – July 2007 and August 2007**

July and August 2007 statistics were reviewed. July 2007 circulation was 134,454, an all-time high and 12% higher than July 2006. August 2007 circulation was 125,779, making it the second highest all-time monthly total.

**VII. Other Business**

WLA Conference in Green Bay October 16 – 19. Early bird registration deadline is Tuesday, September 18<sup>th</sup> by 5:00 p.m. Trustees should let Library Administration know if they would like to attend and we will get them registered.

Bloedow thanked Karen deYoung on behalf of the APL Board of Trustees for her service as Board President.

**VIII. Adjournment**

Bloedow moved to adjourn the meeting at 5:40 p.m.; seconded by Bergman. (5-0)