

**Appleton Public Library
Board of Trustees Minutes**

4:30 PM December 11, 2007
Library Board Room

I. Call to order

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

II. Roll call

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

Excused: Brown, deYoung, Dunlap

Others Present: City Attorney Behrens, Dawson, DeJardin, Kelly, Kenney, Lenz, Ward, Wiczorek,

III. Approval of minutes from last meeting

Bloedow moved and Moua seconded approval of the November 13, 2007 meeting minutes. The motion passed. (6-0)

IV. Appearances, Public Participation & Communications

V. Action Items

a) Approval of Bill Register

Bergman moved to approve the November 2007 Bill Register; seconded by Ducklow. The motion passed. (6-0)

Bergman noted the Facilities Maintenance charges are at approximately 31% for the year at this time. Wiczorek said he had just received a bill that was not included on the November Bill Register. This bill will increase the year-to-date expenditures for this account to \$68,000.

b) Budget Transfer – donation to Frank P. Young

Ducklow moved to approve the Budget Transfer in the amount of \$15,000 from FOAL to the Frank P. Young Scholarship; seconded by Bergman. The motion passed. (6-0) At their previous meeting, Trustees had approved to accept the donation from FOAL and to change the name of the scholarship. This action approves authorizing the transfer of the money.

c) 2008 Budget – Final Adoption

Dawson reviewed the 2008 Budget as approved by Council. He noted the CIP for the Building Study was approved. Bergman moved to approve adoption of the 2008 Budget; seconded by Bloedow. The motion passed. (6-0)

d) OWLS Resource Library Agreement

Dawson reviewed the points of the 2008 Resource Library Agreement and compared them with 2007. Ducklow moved to approve the agreement; seconded by Moua. The motion passed. (6-0)

e) Policies

Dawson presented a new City Human Resources Policy to insure Federal I-9 forms are completed and completed correctly for all new employees.

The APL Privacy Policy has been revised to reflect the changes of Senate Bill 214 allowing libraries to release surveillance video to police without a court order if they believe a crime has been committed on the premise.

Bloedow moved to approve the City of Appleton I-9 Policy and the APL Privacy Policy; seconded by Ducklow. The motion passed. (6-0)

f) Report of the Building & Equipment Committee: Study RFP

Bloedow reported the Building & Equipment Committee met on Tuesday, December 4, 2007 and discussed the Building Study RFP and timeline. At this time there are 21 qualified consultant names and staff is continuing to develop the list. Dawson said he would like to send out RFPs to the consultants by the end of the week. Bloedow moved to approve the Building & Equipment Committee Building Study RFP; seconded by Ducklow. The motion passed. (6-0)

g) Report of the Scholarship Committee: Scholarship Award

Willems reported the Scholarship Committee had met prior to the Board meeting and chosen a recipient for the Frank P. Young Scholarship Award. The Committee recommended awarding the scholarship to Brian Kopetsky. The committee felt all applicants were well qualified and hope those who did not receive the award this year will re-apply again next year.

Willems moved to approve the Frank P. Young Scholarship Award in the amount of \$550 to Brian Kopetsky; seconded by Moua. The motion passed. (6-0)

h) Library Director's performance review

This action item was moved to the end of the meeting in order to meet in closed session.

VI. Information Items

a) Budget transfers: Dawson informed the Board of the following adjustments:

<u>From</u>		<u>To</u>		<u>Amount</u>
Facilities Charges 16031.6420		Children's Training 16021.6201		\$1,100
Facilities Charges 16031.6420		Children's Supplies 16031.6301		\$1,100
Facilities Charges 16031.6420		Network Serv. Equipment 16033.6327		\$1,700
Facilities Charges 16031.6420		Network Serv. Software 16033.6815		\$2,200

These transfers take the place of those presented to the Board as informational in the November meeting and are corrected based on communication with the Finance Dept. staff on procedures for sub-ledger accounting.

b) Director's Report

- i. **COBRA Policy:** Dawson presented the updated City COBRA Policy as informational.
- ii. **Meeting with AASD:** The Children's librarians, Dawson and Kelly met with Lee Allinger and Lou Chiquette regarding collaboration on preschool programs. Dawson said the meeting was very positive and expects good opportunities to work with the school district in the future.
- iii. **Holiday Parade:** The replica vintage library cards and library photos were on display in the board room for the meeting. These are the same cards and photos carried by staff in the Holiday Parade. Everyone had a great time in spite of the wet weather.
- iv. **Holiday Brunch:** Friday, December 14 at 8:00 a.m. is the annual APL Staff Holiday Brunch.
- v. **Library Legislation Day:** January 22, 2008 is Library Legislation Day in Madison. It is a great opportunity to meet with State Legislators and discuss library issues.

c) Monthly Statistics – November 2007

November was once again a very busy month. Circulation is up by 6% from this time last year and up 8% for the year. The number of holds continues to grow. Volunteer hours are up 4% from the previous November. Bergen asked about the door counter. Kelly said she believed the new counter was more reliable than the old one and seems to be counting accurately.

VII. Closed Session

Ducklow moved to meet in closed session at 5:17 p.m. pursuant to Wisconsin statute 19.85(1)(c) to discuss personnel matters, seconded by Bloedow. Roll call was taken and the motion passed. (5-0) The Board reconvened into open session at 5:30 p.m. Bergen moved to approve the Library Director's 2007 Performance Review, seconded by Moua. Motion passed. (5-0)

VIII. Adjournment

Bloedow moved to adjourn the meeting at 5:32 p.m.; seconded by Moua. (5-0)