

**Appleton Public Library
Board of Trustees Minutes**

4:30 PM June 12, 2007
Library Board Room

I. Call to order

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

II. Roll call

Present: Bergen, Bergman, Bloedow, de Young, Ducklow, Moua, Nelson

Excused: Brown, Dunlap

Others Present: City Attorney Behrens, DeJardin, Kelly, Kenney Lenz, Rortvedt Shriver, Ward, Wieczorek, Wright

III. Approval of minutes from last meeting

Bloedow moved and Ducklow seconded approval of the May 8, 2007 meeting minutes. The motion passed. (6-0)

Bergman commented about the high number of unclaimed holds and number of meetings held at the library.

IV. Appearances, Public Participation & Communications

Ryan Nelson was introduced to Board trustees. Ryan joins the board in a non-voting capacity as the Teen Advisory Council representative. He will provide input from a teen perspective.

In addition to serving on the APL Teen Library Board, Ryan also volunteers at the Library, helping with the summer reading program and shelving. Ryan is a freshman at Appleton West high school. Welcome to Ryan!

V. Action Items

a) Approval of Bill Register

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

In the spring, the City Finance department collected TRIP money on bills and fines owed to the library. Fine revenues were added to the City's general fund. The library materials account was adjusted by adding approximately \$7,000 carried over from 2006, \$6,000 from the Library Foundation and memorial bequests and \$17,000 in lost and paid materials, including the TRIP tax intercept system. Some of these bills were 5 - 6 years old, thus it is unlikely that TRIP revenues in future years will be this high.

Board members concluded upon reviewing the May 2007 Bill Register it was not necessary to have vendor information on a monthly basis. They decided that reviewing the vendor information quarterly would suffice.

Bergman asked about the maintenance facilities charges. He wanted to know if Facilities Management is behind in billing for services since we have only have been charged for 11% of the budgeted funds for the year. Wieczorek noted that this is under review.

b) Long Range Plan

Bloedow moved to approve the Planning Committee's proposed 2008 – 2010 Library Long Range Plan; seconded by Bergen. Motion passed. (6-0)

Dawson distributed copies of the Library's 2008 – 2010 Long Range Plan document. The plan includes an executive summary and three appendices. Appendix 1 is the results of the Staff Planning Retreat. Appendix 2 contains the staff planning task force documents. Appendix 3 consists of the community leader interviews.

c) Library Picnic

Board members would like to host a picnic for APL staff to show appreciation for all of their hard work. An ad hoc committee was formed to discuss the particulars of the event. Picnic committee members are: Ducklow, Moua, Bloedow and Kenney. This action item will be held until the committee reports at the next board meeting in July.

d) Foundation Grants 2007-2008

Bergen moved to approve grants from the proposed Appleton Library Foundation Grants Budget 2007 -2008, seconded by Bloedow. The motion passed. (6-0)

**Appleton Library Foundation
Proposed 2007-2008 Grants Budget**

Materials	\$19,500
Technology	\$9,000
Programs	\$20,000
Marketing	\$11,000
Building Study	\$10,000
Miscellaneous	<u>\$16,500</u>
Total	\$86,000

The Appleton Library Foundation approved the proposed 2007-2008 Grants Budget at their May meeting. The budget reflects \$16,500 allocated for miscellaneous expenses. This includes funds to hire a 10 hour per week, paraprofessional Volunteer Coordinator position. \$10,000 has been budgeted for a library building study however; this is contingent upon funds budgeted by the City for the study as well.

e) Grant funded positions: Volunteer Coordinator, Data Assistant

Dawson distributed copies of the job descriptions for the proposed part-time non-benefited Volunteer Coordinator and Data Assistant. He explained due to the increase in number of volunteers at the Library, it was getting harder for staff to manage the calling, scheduling and training of the volunteers. This position would be supervised by Michael Kenney. Dawson said the Foundation had approved funding this position with a grant.

The Data Assistant position will also be a 10 hour per week position. This position's responsibilities will include updating the intranet, access database, mailing lists etc. This person would be supervised by Barb Kelly and the position will be funded with OWLS Calumet County Funds.

Ducklow moved to approve the grant funded positions of Volunteer Coordinator and Data Assistant; seconded by Bergen. Motion passed. (6-0) Staff will work with City Hall staff and seek City Council approval to fill these positions.

f) Policies: Security Policy, Privacy Policy, Interpreter Policy

The staff Policy Task Force has completed the revisions of the Library Security Policy and the Library Privacy Policy. The policies were reviewed by City Attorney Behrens and Appleton Police Department Sgt. Potter. Dawson stated in light of the changing laws and requests under the Patriot Act, the revisions to the Privacy Policy are a good set of expectations for staff on how to disclose information. He said the Security Policy revisions set expectations for staff on how to act appropriately in difficult situations. He wants staff to feel comfortable with decision making regarding library security issues and acknowledged the need to increase staff training in this area. He said that HR and the Police Department are willing to help with staff training.

deYoung asked what the Library Monitors do. Kelly said they enforce library policies and rules, monitor security and assist patrons.

Bergen moved to approve the revised Library Security Policy; seconded by Ducklow. Motion passed (6-0)

Bergen moved to approve the revised Library Privacy Policy; seconded by Bloedow. Motion passed (6-0)

After discussion, Bergman moved to approve the City Interpreter Policy; seconded by Moua. Motion passed. (6-0)

g) Hmong Resource Collection

Ducklow moved to approve the Hmong Resource Collection; seconded by Moua. Motion passed. (6-0)

The Library currently has about 300 items in the Hmong language or about the Hmong culture in its collection. Those items are integrated within the entire collection. Dawson has been talking with Nicole Lemke the City of Appleton's Intercultural Relations Coordinator and board member Moua about bringing those items together and create a designated place for the collection at the Library. They believe this will encourage more Hmong speaking adults to use the Library because access to the materials will be easier. It will also promote the Hmong in our community and send the message we are proud to have them as part of our community.

h) Finance Committee budget review meeting

Bergman moved to schedule the APL Board Finance Committee meeting to review the 2008 Budget on July 9, 2007, time will be determined; seconded by Ducklow. Motion passed. (6-0)

Members of the Finance Committee are: Bergman (chair), Brown and Ducklow.

VI. Information Items

a) Spring Board Retreat

The Spring APL trustees retreat was held on June 5, 2007 from 4:00 p.m. – 6:30 p.m. Agenda items included discussion of the Nicolet Trustee Workshop, review draft of the 2008 – 2010 APL Long Range Plan, and new technologies. Dawson was pleased with the great discussions that took place and deYoung said everyone really got down to business.

b) Director's Report

i. City Policies: Ergonomics Policy, Exit Interview, Privacy Policy, Evacuation Procedures, Aerial Bucket, Hearing Conservation, Right to Know

Dawson noted these City policies as informational because they do not impact Library services. The changes to these policies are strictly revisions in the policy language.

ii. 2008 Budget

Dawson reported he has been working with Kelly and Wieczorek on the 2008 Budget request. They are having some good conversations and discussions and will likely recommend additional staff, additional positions, increasing the materials budget and possibly reducing hours. They have been instructed by the City Finance department to submit a budget which will reflect a 5% reduction in operating costs.

iii. Statistics –May 2007

The Library continues to be very busy. Circulation is up 7% from last month, OWLSnet reports 108,000 items were checked out in May. Holds are up 35% and continue to grow.

The number of volunteer hours were noted, volunteer hours have increased by 28% from this time last year.

The Summer Library Reading programs are off to a great start. There are 1700 children registered at this time. DeJardin believes this is right on target.

VII. Other business

deYoung said she has called Mayor Hanna regarding filling the vacancy on the Library Board. She will try and set up an appointment to discuss the vacancy with him. Bergen asked about her re-appointment to the board because her term will expire on June 30, 2007. Dawson said he spoke with Mayor Hanna about her (Bergen's) re-appointment and it should be on next week's Council meeting agenda (6/20/2007).

Tom Pease will be at the Library on Thursday, June 14, 2007 to give three concerts during the day to kick off the children's summer library program.

VIII. Adjournment

Bergen moved to adjourn the meeting at 5:47 p.m.; seconded by Bloedow. (6-0)