

**Appleton Public Library  
Board of Trustees Minutes**

4:30 PM February 12, 2008  
Library Board Room

**I. Call to order**

President Bergen called the meeting to order at 4:37 p.m.

**II. Roll call**

**Present:** Bergen, Bloedow, Brown, deYoung, Dunlap, Nelson, Willems

**Excused:** Ducklow, Moua

**Others Present:** City Attorney Behrens, Valley Transit General Manager Wetter, ADI, Inc. Executive Director Jennifer Stephany, Dawson, Kelly, Kenney, Lenz, Shriver, Wieczorek

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

Bergman moved and deYoung seconded approval of the January 8, 2008 meeting minutes. The motion passed. (7-0)

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

Wetter and Stephany attended to speak later in the meeting about the Washington Square project.

**V. Action Items**

**a) Approval of Bill Register**

Bergman moved to approve the December 2007 final and the January 2008 Bill Registers; seconded by Bloedow. The motion passed. (7-0)

Wieczorek noted a correction to the approved budget transfer amount from last month. The correct amount of the budget transfer was \$3800 to materials.

Bergman inquired about 2007 Facilities charges. The December 2007 final shows a 55% use of the allocated funds to the budget line. Dawson noted we had always known that 2007 charges were a first approximation, and that this was why the Facilities charges budget was adjusted downward for 2008

Board members discussed parking and utility charges.

**b) Building Study Consultant**

Brown moved to hold action item approval of building study consultant until a special meeting on Monday, February 18, 2008 at 4:30 pm; seconded by Dunlap. The motion passed. (7-0)

Dawson reported that ten firms had responded with proposals to the RFP. The review team consists of Bloedow, Dawson, Wieczorek and Facilities Management

Director Gazza. After reviewing the submitted proposals, the group has decided to interview two of the firms before making the final selection. The first interview took place this morning and the second one will occur next week Monday. The team will make their recommendation at a special board meeting to be held next Monday afternoon at 4:30 p.m.

**c) Library Director's 2008 Goals**

Bloedow moved to approve the Library Director's 2008 Goals with a minor change to the customer service goal; seconded by deYoung. The motion passed. (7-0)

**d) Library Board at a staff meeting**

Dawson invited board members to an APL General Staff meeting to introduce themselves to staff and talk about their responsibilities as Library Board Trustees. Bergen moved to approve the attendance of board members Bergman, Bloedow and Bergen at the April 11, 2008 APL Staff meeting; seconded by Bloedow. The motion passed. (7-0)

**VI. Information Items**

**a) Washington Square**

Deborah Wetter, General Manager of Valley Transit and Jennifer Stephany, Executive Director of ADI, Inc. presented a summary of the Washington Square Project.

The Washington Square project is an evaluation, revitalization and branding of an area downtown that is perceived a not consistently being a positive image for the community. This area identified as Washington Square consists includes Washington Street between Appleton and Morrison and Oneida Street from the City Center to Franklin Street.

Discussion took place with regard to the many aspects of the project including the smoking issue, beautification, management and programming. Bergen thanked Wetter and Stephany for attending the meeting.

**b) Director's Report**

- i. Foundation Fundraising Dinner:** Kenney said the attendance was lower at the dinner this year but the net profit will be about the same. Dawson said the dinner was a very nice evening and a good time was had by all who attended. He thanked Willems and Bloedow for their work in obtaining the wonderful items for the silent auction. He also thanked staff for all of their efforts and hard work.

Kenney distributed leftover bookmarks and programs.

- ii. 2008 Materials Budget:** Dawson distributed a summary of the 2008 materials budget allocations.

- iii. Community Read:** Dawson said the press conference to kick off the Community Read went well. Shriver said people are checking out the books to

read and approximately ten people are visiting the website on a daily basis. Kenney stated the ads/posters can be seen on the sides of City buses. Valley Transit has been very generous with this. Bergen commended staff for doing a good job of promoting the Community Read.

**iv. Focus group for state study:** Kelly reported the Department of Public Instruction is doing a study of the economic impact of libraries in Wisconsin. A focus group will meet at APL on Tuesday, February 26, 2008 from 4:00 pm – 5:00 pm. The focus group will consist of 10-12 people of various ages. Library users and non-users will be asked to participate. Kelly asked Board members to make recommendations of possible participants for the focus group.

**v. Staff vacations:** Dawson will be on vacation February 23 – March 3, 2008. Kelly will be on vacation March 2 – March 12, 2008.

**c) Monthly Statistics – December 2007, January 2008**

December 2007 and January 2008 statistics were distributed and reviewed. Circulation is up 3% from last year.

**VII. Adjournment**

The meeting adjourned at 6:03 p.m.

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**VIII. Call to order**

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

**IX. Roll call**

**Present:** Bergen, Bloedow, Brown, deYoung, Ducklow, Dunlap, Willems

**Excused:** Bergman, Moua, Nelson

**Others Present:** Deputy City Attorney Ellen Totzke, Dawson, Kelly, Ward, Wieczorek

**X. Action Items**

**Approval of building study consultant**

Dawson reported we had received proposals from ten consulting firms and architects. The review team included Will Bloedow, Dean Gazza, Terry Dawson and Tony Wieczorek. The committee reviewed and rated the proposals. Of the ten proposals reviewed, the team decided to interview two of the consultants before making a final decision on their recommendation. They met with Durrant on Friday, February 15<sup>th</sup> and Engberg Anderson this morning. Both consultants were very impressive but Bloedow said the group felt Durrant was stronger. Dawson and Wieczorek concurred that this was a consensus of the entire review team.

Bloedow moved to award the 2008 Library Building Study to Durrant; seconded by Ducklow. The motion passed. (7-0)

Dawson reviewed the proposed process for the study and said he would like to get started as soon as possible and intends to finish by June 30, 2008. Attorney Totzke said the Attorney's office will work to create a contract with Durrant per the specifications of the Library RFP.

Copies of the Durrant proposal will be mailed to all Board members this week.

**XI. Adjournment**

Bloedow moved to adjourn the meeting at 5:01 p.m.; seconded by Ducklow. (7-0)