

**Appleton Public Library
Board of Trustees Minutes**

4:30 PM APRIL 8, 2008
Library Board Room

I. Call to order

President Bergen called the meeting to order at 4:33 p.m.

II. Roll call

Present: Bergen, Bergman, Bloedow, Moua, Willems

Excused: Brown, deYoung, Ducklow, Dunlap, Nelson

Others Present: City Attorney Behrens, Dawson, De Jardin, Kelly, Kenney, Shriver, Ward, Wieczorek

III. Approval of minutes from last meeting

Dawson noted a change to the March 11, 2008 meeting minutes. He clarified the gaming systems purchased by OWLS were not purchased with LSTA grant money.

Bergman moved and Bloedow seconded approval of the amended March 11, 2008 meeting minutes. The motion passed. (5-0)

IV. Appearances, Public Participation & Communications

Dawson relayed complaints regarding patron cell phone use at the Library. Dawson does not believe there is a need at this time to change the procedures, but better signage asking patrons to be courteous with their cell phones may help.

V. Action Items

a) Approval of Bill Register

Bergman moved to approve the March 2008 Bill Register; seconded by Bloedow. The motion passed. (5-0)

Dawson informed trustees they will receive a monthly report on CIP (Capital Improvement Project) expenditures in addition to the monthly financial report. This is an overdue change to financial reports.

Bergman inquired about the Gas-Utilities year-to-date expenditures. Wieczorek said to date 58% of the budgeted amount has been spent and he expects expenses to drop in the upcoming warmer months.

b) Board Retreat

There was discussion of holding a Spring Board Retreat. The date would be sometime toward the end of May or beginning of June. No action was taken.

c) Staff Travel: ALA Conference

Bloedow moved to approve staff travel requests for DeJardin, Jepson and Nitz to attend the ALA Conference in Anaheim, California; seconded by Moua. The motion passed. (5-0)

VI. Information Items

a) City Policies

- i. Fringe Benefits Policy:** Changes to policy are language and administrative.
- ii. Delegation of Authority Policy:** Dawson said the purpose of this policy is to establish authority i.e. Mayor, Common Council, Finance, Human Resources etc. The policy includes the Library Board's authority pursuant to Wisconsin Statutes Chapter 43. Changes to policy are language and administrative.

- b) Budget Adjustments:** Funds will be transferred to the Library Material account from the Memorial & Donation account and the Lost & Paid account.

<u>From</u>	<u>To</u>	<u>Amount</u>
Memorial & Donation 16010.5020	Library Materials 16032.6315	\$1,300
Lost & Paid 16032.5035	Library Materials 16032.6315	\$10,000

c) Director's Report

- i. National Library Week/Fox Cities Book Festival/Community Read:** Next week is National Library Week. We will have a staff kick off on Friday morning at the staff meeting. Board trustees Bloedow and Bergen will attend the meeting and talk about their roles and experiences on the Library Board. The Fox Cities Book Festival and Community Read activities will be in full swing next week. Author Alice Hoffman will be at the Library on Thursday, April 17. Bloedow reminded trustees of café book discussions taking place at various locations downtown and invited them to attend.
- ii. Volunteers of the Year:** Roberta Bawden and Ryan Nelson have been selected as the Library's volunteers of the year and were honored at the last Common Council Meeting. Their efforts will also be recognized at the FOAL meeting on April 15, 2008 and the Celebrating Our Volunteers Dinner. Kenney also noted their names would be added to the plaque in the Library. Roberta has been serving at the library three times a week since 2004. We can always depend on Roberta; her great attitude and work ethic are a real asset to the library. She calls if she's unable to be here, walks here in all kinds of weather and does a great job of keeping the Children's Section neat and orderly for the patrons.

Ryan has served as a "teen" volunteer for the past two years, and currently serves on both the APL Teen Board, as well as the Appleton Library Board of Trustees as a teen representative. Ryan shelves weekly at the library and volunteers extensively for the Library's Teen Summer Reading Program.

- iii. **COLAND Visioning Summit:** It has been 10 years since Wisconsin sponsored a statewide conference on the future of library services. The Summit will take place May 5-6. As part of the process, the planning committee is asking members of the Wisconsin library community and other interested people to respond to some questions. Dawson encouraged trustees to respond to the online survey.
- iv. **Public Library Association Conference:** Dawson reported on his experience attending the PLA conference in Minneapolis, MN March 31 – April 3. He attended informative sessions on library branding, technology, friends groups and marketing. He also had the opportunity to speak with vendors, particularly about RFID security and self-checks.
- v. **WAPL Conference:** The Wisconsin Association of Public Libraries conference will be held in Stevens Point April 30 – May 2. Trustees are welcome to attend. Please let us know if you would like to attend and if you need assistance with your registration.
- vi. **Facility Study Status:** It has been a very busy week with the public focus groups meeting with the consultants at the library. Dawson said he has been told the consultants are getting some good feed back and people are focused and engaged in the discussions. To date all but one of the staff focus groups have met, the community leader interviews have been completed, the web survey is in progress and the mail survey has gone out. The technology assessment has been completed as well as the furniture/space assessment. Dawson is pleased with the progress so far.
- vii. The **Washington Square** project was discussed briefly. Bergen inquired about the hiring of a behavior monitor. Also discussed were the plans to beautify the neighborhood with landscaping and outdoor furniture.
- viii. **Foundation Planning:** The Appleton Library Foundation Board Long Range Planning Committee has met to review and revise their long range plan. Dawson will present their recommendation at the June trustee's meeting.

d) Monthly Statistics – March 2008

The Library continues to be very busy. Circulation is up, the door count is up, volunteer hours are up and program attendance is up. The use of the internet workstations has increased. Also noted was the activity generated by the AARP Tax Aide group using the meeting rooms and patrons coming to the library for tax forms.

VII. Adjournment

Bloedow moved to adjourn; seconded by Bergman; meeting adjourned at 5:42 p.m.