

**Appleton Public Library
Board of Trustees Minutes
4:30 PM JUNE 17, 2008**

I. Call to order

President Bergen called the meeting to order at 4:31 PM.

II. Roll call

Present: Bergen, Bergman, Bloedow, Ducklow, Dunlap, Hill, Nelson, Willems

Excused: deYoung, Moua

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

III. Changes in Board membership

The terms of Trustees deYoung and Moua will expire 6/30/2008. Neither wishes to be re-appointed to the Board. Mayor Hanna has appointed Kao Moua to the Board, but there is still a vacancy created by deYoung's departure.

Revised Board meeting schedule & Board retreat

Board members reviewed a revised meeting schedule: meetings will be at 4:30 PM on the Tuesday before the third Wednesday of each month.

Dawson suggested having a Board retreat in the fall. He feels this would be a good time for the retreat because the 2009 Budget will be close to concluding and we will have consultant recommendations on the Facility Study.

IV. Approval of minutes from last meeting

Dunlap moved and Bergman seconded approval of the May 13, 2008 meeting minutes. The motion passed. (7-0)

V. Appearances, Public Participation & Communications

Dawson read a letter from Geraldine Jay expressing her disappointment in the attitude of the trustees regarding banning or limiting cell phone use in the library. Dawson read a statement from Richard Feavel in support of closing Oneida St. for the purpose of expanding the Library.

VI. Action Items

a) Bills & Financial reports: May 2008

Ducklow moved to approve the May 2008 Bill Register; seconded by Bloedow. The motion passed. (7-0)

b) Foundation Grants

Dawson reported the Appleton Library Foundation Board approved the 2008-2009 Budget at their May meeting. Grants are used for special programs, materials etc. not covered in the regular City budgeted funds.

The Grant allocations total is \$93,000, as follows:

Materials	\$23,250	25%
Technology	\$13,020	14%
Programs	\$25,110	27%
Marketing	\$11,160	12%

Special Projects	<u>\$20,460</u>	<u>22%</u>
Total	\$93,000	100%

Bloedow moved to approve the 2008-2009 Appleton Library Foundation Grants budget in the amount of \$93,000; seconded by Willems. The motion passed. (7-0)

c) Budget Transfer:

Bergman moved to approve the budget transfer in the amount of \$12,000; seconded by Bloedow. The motion passed. (7-0)

<u>From</u>	<u>To</u>	<u>Amount</u>
Other Reimbursements 16010.5035	Administration Personnel 16010.6108	\$2,000
Other Reimbursements 16010.5035	Library Materials 16023.6108	\$10,000

d) Gifts Policy

Section 1 f. has been revised to include the statement: *“The Library Board may pay or transfer any gift, bequest, devise or endowment, or its proceeds, to the City of Appleton; or the Board may pay or transfer the gift, bequest, devise or endowment to the Appleton Library Foundation or the Friends of the Appleton Library.”* Dawson said this is new statutory language giving authority to Library Boards to transfer funds to other organizations that are 501(c) 3.

Section 1 g. has been revised to include the phrase: *“Books or other library materials will also be accepted with the understanding that the material may or may not be added to the collection.”* This gives clarification of accepting not only donated books but other materials such as cds, DVDs, and other media.

Hill moved to approve the revisions to the Gift Policy; seconded by Bloedow. The motion passed. (7-0)

e) 2009 CIP requests

Ducklow moved to approve the 2009 Budget CIP request for Radio Frequency Identification conversion (RFID) in the amount of \$818,000; seconded by Bergman. The motion passed. (7-0)

Ducklow moved to approve the 2009 Budget CIP request for Library Shelving in the amount of \$80,000; seconded by Hill. The motion passed. (7-0)

Both of these CIPs were included in last year’s budget request. The technology assessment conducted as part of the facility study recommended a Radio Frequency Identification (RFID) system in conjunction with an Automated Materials Handling System (AMHS). Dawson briefly explained RFID to trustees. He stated that micro chips would replace the security magnets currently used in our materials. This would ease not only the check out process for staff but the check in process as well. The AMHS would help to sort materials into proper bins i.e. holds, cds, DVDs, etc.

However, the RFID and AMHS can not be fully implemented without major changes to the library facility.

Increase in library shelving may be necessary because APL is rapidly running out of space to store

materials. The CIP is for approximately 12 units of compact shelving. The shelving would be used in the basement because it will be too heavy to use on the 1st or 2nd floor.

f) Flammable Liquids Policy

Ducklow moved to approve the draft Flammable Liquids Policy, seconded by Bloedow. The motion passed. (7-0) The new policy will affect Wieczorek and the maintenance staff by requiring compliance with OSHA's standards on storing flammable and combustible liquids in proper containers and space. Wieczorek reported he and his staff are currently in compliance with handling and storing flammable and combustible liquids.

VII. Information Items

a) **City Policies – FMLA Policy:** Revisions to the policy are in the language regarding military leave of employees/families, ensuring military leave issues will be treated appropriately.

b) Director's Report

i. **Summer Library Programs:** The Summer Library Program is off to a great start. The theme is Catch the Reading Bug. There are over 2600 children registered, 200 young adults and 167 adults. Comedy City Improv performed on Friday, June 6th to kick-off "Cover Story" the teen summer reading program. Tom Pease performed 3 concerts on Thursday, June 12th to kick off the Children's Summer Reading Program with over 1100 children in attendance.

ii. **Facility Study status:** Dawson gave an update on the Facility study. Dawson, Bergen, Bloedow, Gazza, Kelly and Wieczorek will meet with the consultants from Durrant next week to discuss the pros and cons of a building expansion vs. a new building. A Facility CIP is in the works for the 2009 Budget and will be based on the consultant's recommendation. The CIP will include the program design costs and site selection costs. The Facility CIP will be presented to the Board at the July meeting.

iii. **Foundation Planning:** The Appleton Library Foundation board of trustees adopted a new Long Range Plan 2008-2010 at their May meeting. The plan was reviewed. Dawson said it was a good progressive plan. Highlights of the plan include merging the Foundation and FOAL, forming a capital campaign committee, and the possibility of moving the endowment fund to the Community Foundation.

iv. **2009 City Budget update:** Dawson reported the 2009 Budget process is well underway. He would like to meet with the Board Finance Committee to discuss the budget prior to presenting it to the Board at their July meeting. Bergen asked for an additional board member to volunteer to be on the committee. Willems offered to join the committee.

c) Monthly Statistics – April 2008 and May 2008

The April 2008 and May 2008 statistics were reviewed. Circulation is up approximately 8%, volunteer hours are up 26%, and program attendance has increased.

VIII. Adjournment

Bloedow moved to adjourn; seconded by Bergman; meeting adjourned at 5:47 p.m.