

**Appleton Public Library
Board of Trustees Minutes**

4:30 PM NOVEMBER 18, 2008

I. Call to order

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

II. Roll call

Present: Bergen, Bergman, Bloedow, Dunlap, Hill, Truesdale-Witek, Willems

Excused: Ducklow, Moua, Nelson,

Others Present: City Attorney Behrens, Dawson, De Jardin, Kelly, Kenney, Nitz, Rortvedt, Ward, Geraldine Jay, Lon Ponschock, Nancy Risley

III. Approval of minutes from last meeting

Bloedow moved to approve the October 2008 meeting minutes, Bergman seconded. Passed. (7-0)

IV. Appearances, Public Participation & Communication

Nancy Risley asked the Board to reconsider withdrawing the video Pilot Guide to Rio de Janeiro from the collection.

Lon Ponschock and Geraldine Jay expressed concern regarding cell phone use in the library and the poor lighting on the 2nd floor.

V. Action Items

a) Bill Register

Bergman moved approval of the October 2008 bills and bill register, seconded by Bloedow.

The motion passed. (7-0) Dawson noted that Circulation Training & Travel account is over budget because the Library has two employees currently obtaining their MLS degrees, incurring education reimbursement expenses per policy.

b) Budget Transfers

Dawson reviewed the proposed budget transfers:

<u>From</u>	<u>To</u>	<u>Amount</u>
Internet Printing 16024.5035.3950	Equipment Replace. 16033.6327	\$725
Internet Printing 16024.5035.3950	Network Supplies 16033.6301	\$4,800
Internet Printing 16024.5035.3950	Reference Supplies 16024.6301	\$1,300
Vending 16031.6101	Building Repair 16031.6416	\$800
Lost and Paid 16032.5035	Library Materials 16032.6315	\$4,000
Memorial Fund 16010.5020	Library Materials 16032.6315	\$2,000
Other Reimbursements 16010.5035	Personnel 16023.6108	\$9,968
Other Reimbursements 16010.5035	Library Materials 16032.6315	\$10,000
Facilities Charges 16031.6420	Children's Trng/Trvl 16021.6201	\$1,100
Facilities Charges 16031.6420	Children's Supplies 16021.6301	\$500
Facilities Charges 16031.6420	Circulation Trng/Trvl 16023.6201	\$2,900
Facilities Charges 16031.6420	Circulation Equip Rpr 16023.6418	\$3,485

Bloedow moved to approve the proposed Budget Transfers; seconded by Willems. Passed. (7-0)

c) Material Review Committee Report: Reconsideration of Library Materials

In accordance with the revised policy, the Material Review Committee met to discuss the merits of the video in question and make their recommendation to Dawson. Each committee member (Truesdale-Witek, Nitz and Rortvedt) viewed the video *Pilot Guide to Rio de Janeiro* prior to the meeting. Truesdale-Witek reported the group consensus was that, although some people might find some scenes inappropriate for some viewers, it was an accurate cultural depiction of Carnival in Brazil. The committee also took into consideration the fact that other libraries, including libraries in our network, own this video in their collections. Ms. Risley asked if the video could be labeled to warn patrons of the offensive content. The Committee felt this was not feasible. Truesdale-Witek said the Material Review Committee recommends keeping the video in the collection and noted the Library's gap in other materials on this subject. The Library will purchase additional items on Rio de Janeiro for the collection to ensure there are alternatives available. Bergen thanked Risley for bringing her concern to the trustees.

Bloedow moved to approve the recommendation of the Material Review Committee to retain the video in the collection; seconded by Dunlap. The motion passed. (7-0) Dawson thanked the Review Committee for their work.

d) 2009 Budget – Final Budget Approval

The Common Council approved the 2009 Budget (final) on November 12th. The CIP for RFID was removed from the Library budget. The CIP for the Building Program Design (\$75,000) was approved. There were no issues with the Mayor's proposed operating budget, which included the top three choices from the Board's cut list: facilities charge reduction, no reader/printer purchase, and flat materials budget.

Dawson thanked those who spoke on behalf of the Library at the Council Public Hearing on November 5th, including Carolyn Mewhorter of the League of Women Voters, Dennis Hultgren from the Library Foundation, Sharrie Robinson from FOAL, Tim Hoff of ADI, Michael Potter, Terry Bergen. He expressed appreciation for the endorsement from the *Post-Crescent*.

Witek moved to approve the Common Council's 2009 Budget; seconded by Hill. The motion passed. (7-0)

VI. Information Items

a) City Policies: Welding Policy, Privacy Policy, and Interpreter Policy: Dawson the policy revisions are all informational. There are no substantive changes to the policies affecting library operations or the authority of the Library Board.

b) Cell Phones: Kelly distributed and reviewed a memo to the trustees regarding the study of cell phone use in the Library. Cell phone use in the Library was discussed at the May 13, 2008 Board meeting with a directive to staff from the Trustees to study the issue of banning/ restricting use of cell phones in the Library. Kelly reported the staff increased signage in the Library noting where cell phone use was allowed and prohibited, and reminding cell phone users to be courteous. The tone of the sign's language becomes more specific in areas where cell phone use is limited or prohibited and instructs patrons to turn off their cell phones. Staff concludes the issue is more of a cell phone user behavior issue than a cell phone issue. A suggestion was made to add Spanish.

c) **2008 Survey Results:** The 2008 Quick Response Survey results and comments were distributed and reviewed. Trustees were encouraged to look over the results at their convenience. Dawson noted a total of 464 surveys had been completed in-house and on-line. He stated patron's dissatisfaction with circulation and concern with safety in the neighborhood is down from last year's survey.

d) **Board Retreat:** The trustees agreed to put off having a Board retreat until after the holidays. Agenda items may include: Long Range Plan follow-up, 2008 survey responses, Construction project. We hope to have a new Assistant Director hired prior to the retreat.

e) **Director's Report**

Two hiring processes are underway. Interviews for a Children's Librarian – Preschool Specialist took place yesterday and an offer will be made to one of the interviewees. Assistant Director Interviews are scheduled for December 10, 2008.

Kenney reminded Board Trustees of the FOAL used book sale on November 21 & 22. The pre-sale for FOAL members will be held on November 20. He also encouraged trustees to become FOAL members during the FOAL membership drive next week.

Kenney invited trustees and their families to participate with the APL staff in the Holiday Parade on November 25th. The theme is "Christmas Dreams" and the Library's float theme will be "Making dreams come true every day at the Appleton Public Library." He noted that help is needed with decorating the float as well as participation in the parade.

The Holiday Brunch is Friday, December 19th. Board members are encouraged to attend and RSVP to Maureen.

Ellen Jepson has volunteered to explore organizing a book cart drill team.

f) **Monthly Statistics – October 2008**

Dawson reviewed the statistics.

VII. Other Business

Ron Dunlap is retiring from the AASD and the APL Board of Trustees. Ron has served as a Library Trustee since 1991. Dawson presented Dunlap with a certificate honoring his service as a board trustee on behalf of the APL staff and trustees.

VIII. Adjournment

Hill moved to adjourn, seconded by Bergman; the meeting adjourned at 5:31 p.m.