

**Appleton Public Library
Board of Trustees Minutes
January 20, 2009**

I. Call to order

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

II. Roll call

Present: Bergen, Bergman, Bloedow, Ducklow, Hietpas, Hill, Moua, Truesdale-Witek, Nelson, Willems

Others Present: City Attorney Behrens, Dawson, Kenney, Lenz, Rortvedt, Ward

III. Approval of minutes from last meeting

Bloedow moved to approve the December 2008 meeting minutes, Hietpas seconded. Passed. (9-0)

IV. Appearances, Public Participation & Communications

The Library received a thank you note from Barbara Kelly expressing her gratitude to the staff and trustees for the nice retirement party and gifts.

V. Action Items

a) Bill Register

Ducklow moved approval of the December 2008 (partial) bills and bill register, seconded by Bloedow. The motion passed. (9-0) Bergman asked about the telephone expenses. Dawson explained the City Finance Department is responsible for the telephone expense payments.

b) Spending Plan for Calumet County funds from OWLS

Dawson reviewed and discussed funds available from the Resource Library Agreement. While the use of some funds is specified in the agreement, staff proposed a spending plan for the undesignated funds that OWLS provides from Calumet County, per their agreement with the Manitowoc-Calumet Library system. Ducklow moved to approve the proposed 2009 spending plan for these funds; seconded by Hill. Passed. (9-0)

| Calumet Fund Breakdown | Purpose | Allotment |
|--|--------------------------------|------------------|
| | Part-time Circulation Staff | 33,000.00 |
| | Part-time Administration Staff | 10,710.00 |
| | Network Services Staff | 21,000.00 |
| | Advertising | 2,231.50 |
| | Database | 4,500.00 |
| | Software Licenses | 5,000.00 |
| | Computer Replacement | 17,858.50 |
| | Total Available | 94,300.00 |
| Other funds designated per Resource Library Agreement | Materials Funds | 21,000.00 |
| | Continuing Education | 2,500.00 |
| | FOCOL | 4,000.00 |

c) Table of Organization Change

Dawson reviewed the need for additional staff in Network Services due to the increased use of, and rapidly growing need for, computers and services at the Library. Rortvedt distributed a comparison of library computer use during the past five years for review.

Discussion took place and it was concluded the addition of this position would remain contingent on the availability of the funds from OWLS (based on the Resource Library Agreement). Dawson stated APL staff would be working with City Human Resources staff on the hiring process to combine this position with the existing .5 position. If at any time the funding would cease this position would revert back to a .5 position. The next steps are to bring the proposed T/O change before the Administrative Services Committee and Common Council on January 28, 2009.

Hill moved to approve the proposed Table of Organization change for a .5 benefitted Network Services Assistant (pay grade G) funded by outside sources; seconded by Truesdale-Witek. The motion passed. (9-0)

d) WLA Legislative Agenda

The WLA Legislative Day Agenda was reviewed and discussed. Legislative Day is February 3, 2009 in Madison. The day is spent meeting with legislators to discuss key library issues as specified in the agenda set by WLA.

Hill moved to approve 2009 WLA Legislative Day Agenda; seconded by Truesdale-Witek. The motion passed. (7-1/ Bergman, Abstained – 1/Hietpas)

e) Staff Travel

Bloedow moved to approve staff travel for Michael Nitz to attend the ALA mid-winter conference in Denver; the entire Board seconded the motion. The motion passed. (9-0)

Nitz will be attending the mid-winter ALA conference in Denver January 23 – January 28, 2009.

f) Library Staff Recognition

Library staff will be recognized for their years of service at APL on February 20, 2009 at the General Staff Meeting at 8:00 a.m. Board trustees are encouraged to attend. No action taken.

VI. Information Items

a) Director's Report

- i. **Fox Cities Reads & Festival of the Book:** Official kick – off of the Fox Cities Reads and the Festival of the Book will be on Thursday, January 22, 2009. A press conference will be held at the Copper Leaf Hotel at 10:30 a.m. The Author Michael Perry will be announced. Will & Ruth Bloedow are the Honorary Chairs of the Festival of the Book. Many events will be held at the Appleton Public Library the week of April 14 -19. T-shirts are available to all trustees who would like one.
- ii. **Budget Transfer:** The budget transfer approved at the December meeting has been amended. Less money was transferred than originally thought needed.

- iii. **Foundation Fundraisers:** Kenney updated the trustees on the Fall Fundraising Letter Campaign and the upcoming I Love My Library Dinner. Kenney reported the letter campaign's receipts appear to be much lower than last year. He should know a final number by next week when the Community Foundation releases the "match" day information. The I Love My Library Dinner is on Sunday, February 8, 2009 at Riverview Country Club. Cocktails begin at 5:00 p.m. and dinner at 6:30 p.m. The event includes music, and a silent auction. Board members are invited to attend.
 - iv. **Building Design RFP Process:** The RFP has been mailed out to 46 contractors. The RFP information is posted on the APL website; proposals are due back by February 16, 2009 at 2:00 p.m.
 - v. **Brown County and OWLSnet:** The Brown County Library has begun the process of trying to join OWLSnet. The Brown County Library has had many struggles but is making progress under the direction of their new library director.
- c) **Monthly Statistics – December 2008:** Dawson reviewed the December 2008 statistics. The APL continues to be quite busy. Computer use is up, although log-ins are down.
- d) **Other Business**
Bloedow complimented Dawson on his TV interview with Channel 2.

VII. Closed Session

Ducklow moved to meet in closed session at 5:35 p.m. pursuant to Wisconsin statute 19.85(1)(c) to discuss personnel matters, seconded by Bloedow. Roll call was taken and the motion passed. (9-0)
The Board reconvened into open session at 5:50 p.m. Bloedow moved to approve the Library Director's 2009 Goals and Objectives; seconded by Hill. Motion passed. (9-0)

VIII. Adjournment

The meeting adjourned at 5:58 p.m.