

**Appleton Public Library**  
**Board of Trustees Minutes**  
April 14, 2009

**I. Call to order**

President Bergen called the meeting to order at 4:32 PM.

**II. Roll call**

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

**Excused:** Nelson

**Others Present:** City Attorney Behrens, Dawson, Alex Fendt, Sammy Fendt, Kenney, Lenz, Nitz, Rortvedt, Shriver, Priscilla Switzer, Jack Switzer, Ward, Wieczorek

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

Bloedow moved to approve the March 2009 meeting minutes, Ducklow seconded. Passed. (9-0)

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

Dawson introduced Priscilla Switzer, APL Adult Volunteer of the Year. Priscilla has been an APL volunteer for 10 years. She has been a dependable shelver and active in the Walking Books program. He also introduced Alex and Sammy Fendt, Teen Volunteers of the Year, who have volunteered to help with many extensive projects at the library including removal of security strips from materials and caretaking of the plants in the Atrium. Board members thanked the volunteers and congratulated them on their recognition.

**V. Action Items**

**a) Bill Register**

Bergman asked about the Equipment Repair expenditures of \$14,000 and the Reference expenditures of \$4,300. Wieczorek said these expenses were for the maintenance contracts on the library's self-check machines and the reader printers. Moua asked what the medical expense was for and Dawson said it was for the re-stocking of the first aid kits located in various areas of the library. Bergman moved approval of the March 2009 bills and bill register; seconded by Ducklow. The motion passed. (9-0)

**b) City Policy – Identity Theft**

The City Identity Theft policy was reviewed and discussed. This is a new City policy and pertains mostly to the Finance Department and bill paying issues. Ducklow moved to approve the City Identity Theft Policy; seconded by Bloedow. The motion passed. (9-0)

**c) Budget Transfer**

<u>From</u>	<u>To</u>	<u>Amount</u>
Other Revenues 16010.5035	Administration Personnel 16010.6108	\$4,500
Other Revenues 16010.5035	Library Materials 16032.6315	\$21,000
Other Revenues 16010.65035	Circulation Personnel 16023.6108	\$16,500
Other Revenues 16010.6108	Administration Personnel 16010.6108	\$5,300
Other Revenues 16101.5035	Network Svcs. Personnel 16010.6108	\$10,500
Lost & Paid 16032.5035	Library Materials 16032.6315	\$10,000

Board members reviewed proposed budget transfers. Bergman moved to approve the transfers in the amount of \$67,800; Hietpas seconded. The motion passed. (9-0)

## **VI. Information Items**

### **a) Director's Report**

- i. City Policy - ADA:** Dawson stated the policy revision is informational and reflects the updated legal language of the Americans with Disabilities Act. There are no substantive changes to the policy affecting library operations or the authority of the Library Board.
- ii. Building program design update:** Library Staff met with Engberg Anderson architects to review the scope of the building project, and with George Lawson, Library Consultant with Engberg Anderson, on analyzing space needs. Meetings will continue next week with staff to complete questionnaires regarding space, ideas etc. The draft of the Building Program Design Timeline was reviewed; May 8 – Preliminary Program Design Draft, May 11 – Present ideas to Community Development Committee, June 1 – Preliminary Design, June 16 – Final Presentation to Library Board, June 17 – presentation to City Council.
- iii. 2010 Budget process:** Dawson said that City Department Heads are discussing common issues. The matrix of possible reductions as discussed at the March meeting was submitted to Finance.
- iv. Book Festival / Community Read:** The Book Festival is off to a running start, with over 400 people in attendance at the first three venues. Michael Perry will be at the APL on Thursday, April 16, 2009 at 2:00 PM, followed by a reception in the Atrium from 4:00–5:00 PM. He will perform with his band the Long beds in the evening at the PAC in the Kimberly Clark Theatre. This is a ticketed event with limited seating. The Book Festival has many events going on around the Fox Cities during the weekend and 14 events take place at the APL. Dawson expressed the staff's appreciation of Pastor Will and Ruth Bloedow, as Honorary Book Festival Chairpersons, for all of their hard work on the festival. It is also National Library Week with today being National Library Workers day. The trustees expressed their appreciation for all of the work the APL staff does.
- v. FOAL and Foundation:** Friends and Foundation talks to merge the two groups are on track. The groups had a productive planning retreat and presented their conclusions to FOAL at the annual meeting. Dawson has met with the two Board presidents (Willems and Holz) to discuss the mechanics of making the merge successful and new bylaws.
- vi. APL Volunteers:** April is National Volunteer Month. There will be a Volunteer Appreciation Reception in the Atrium at the Library on April 28, 2009 from 4:00 -5:30 PM. to recognize APL volunteers. All trustees are invited to attend.

### **b) Assistant Director's Report**

- i. Statistics – March 2009:** March statistics were reviewed. Door counts are up – 1,700 people per day; circulation has hit an all time record monthly high of 141, 369. Time spent on Public Computers is up 52% and numbers of sessions are up 21% compared to last year. Program attendance for adults and children's programs is healthy. Volunteer hours are up 99% from March 2008.

## **VII. Adjournment**

Bloedow moved to adjourn; seconded by Truesdale-Witek. The meeting adjourned at 5:23 p.m.