

Appleton Public Library
Board of Trustees Minutes
June 16, 2009

I. Call to order

President Bergen called the meeting to order at 4:35 PM.

II. Roll call

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

Others Present: City Attorney Behrens, Bill Robison, Alexandra Ramsey, Rick Schuh, Balzer, Beauvillia, Dawson, De Jardin, Eisen, Frazier, Jacobson, Jepson, Kenney, Kipping, Kopesky, Kopetsky, Krumwiede, Lenz, Maas, Muench, Probst, Rortvedt, Shriver, Ward, Wieczorek

III. Approval of minutes from last meeting

Hietpas moved to approve the April 2009 meeting minutes, Moua seconded. The motion passed. (9-0)

IV. Appearances, Public Participation & Communications

Jared Frazier and Elise Balzer were introduced to the Board. They are summer AmeriCorps volunteers. Jared is working in Children's Services and Elise is working in Reference and Information Services on a project in conjunction with the City Health Department.

Dawson thanked the Book Cart Brigade for their outstanding performance in the Flag Day parade.

V. Action Items

a) Bill Register

Hietpas moved approval of the April 2009 and May 2009 bills and bill register; seconded by Moua. The motion passed. (9-0)

b) Building Committee Report – Building Program

Bill Robison and Alexandra Ramsey, consultants with Engberg Anderson, presented the preliminary program design report to the Library Board Trustees. Discussion followed. The final recommendation from the consultants is to build a new building. An Executive summary was distributed for review. Consultants indicated they would present the program design report to the Common Council at a special meeting the following evening at 6:00 p.m.

Bloedow moved to approve the recommendation from the Engberg - Anderson consultants to build a new library; seconded by Bergman. The motion passed. (9-0)

A draft of a resolution to establish a Library Building Committee (2009) was distributed and reviewed. The resolution is based on the precedent of the City's 1978 Library Building Committee and current Capital Facilities Committee. Dawson noted that Council President Konetzke gave input to the language and was supportive, as were the Mayor and City Attorney.

Proposed Library Building Committee [2009]

Resolved, that a Library Building Committee be established with appointments made by the Mayor and approved by the City Council, including:

- Two citizens at large, one of whom will who will chair the committee. The committee chair shall be a resident of the City of Appleton.
- Five statutory officials
 - The Council President
 - The City Council representative on the Library Board
 - Three members of the Library Board Building & Equipment Committee
- Two additional citizens representing the Friends of Appleton Library (including the Appleton Library Foundation) and nominated by the Friends' President

This committee shall be authorized to:

- Provide oversight of any Library building project, including
 - review of building program statements
 - make project budget recommendations to the Board, Mayor and Council
 - other activities as budgeted and authorized, with recommendations to the Library Board including:
 - coordination of site selection process
 - selection of architect
 - review and approve plans
 - review and approve expenditures and change orders
 - establish and implement naming rights policies
 - such other functions as directed by the Library Board and Council
- and make appropriate recommendations to the Library Board, Mayor, Council and staff on any issues related to the project.

Staff representatives from Facilities, Library, Attorney, Finance, Community Development, Public Works (including engineers & inspectors) and other City Departments may participate in committee discussions as non-voting members.

Bloedow moved to approve the proposed Library Building Committee Resolution to be presented to the Common Council, seconded by Willems. The motion passed (9-0). Alderperson Hill indicated he would propose the resolution on behalf of the Board at the following night's Council meeting.

c) 2010 Budget CIP requests

The 2010 Budget CIP requests were reviewed and discussed. The two CIP's proposed for the 2010 Budget are: RFID (Radio Frequency Identification conversion) in the amount of \$107,000 and Library Site Selection Process in the amount of \$75,000.

Witek moved to approve the proposed 2010 Budget CIP requests for Site Selection and RFID; seconded by Hill. The motion passed. (9-0)

d) Privacy Policy

Item #12 of the Library Privacy Policy has been revised to reflect the changes in law. The revised policy language has been taken directly from the State Statute. Bergman moved to approve the revisions to the Library Privacy Policy; seconded by Bloedow. The motion passed. (9-0)

e) Foundation Grants Budget

The Board reviewed and discussed the 2009-2010 Foundaiton grants budget, as approved by the Appleton Library Foundation Board on May, 21, 2009. Dawson noted the Personnel budget line of \$35,000. This is to fund additional personnel (i.e. FOAL part-time Executive Director).

**APPLETON LIBRARY FOUNDATION
2009 / 2010 GRANTS BUDGET**

<u>CATEGORY</u>	<u>AMOUNT</u>
Materials	16,500
Technology	5,000
Programs	20,000
Marketing	10,000
Special Projects	8,800
Personnel	<u>35,000</u>
TOTAL	95,300

Hietpas moved to approve the 2009 -2010 Appleton Library Foundation Grants Budget in the amount of \$95,300; Hill seconded. The motion passed. (9-0)

VI. Information Items

a) Director's Report

- i. 2010 Budget Process:** Dawson reviewed the budget process timeline. Budget requests are due by July 10 however; the Library has an extension to July 15 since the Library Board does not meet until July 14, 2009. A draft of the 2010 operating budget will be sent to Board trustees prior to the July meeting for review. Dawson stated he, Rortvedt and Wieczorek were working on the budget and would have additional discussions with Facilities Management and Park & Recreation regarding collaborative issues.
- ii. FOAL & Foundation:** The FOAL / Foundation merger process is moving forward. Attorney Scott Barr of the McCarty firm has offered his legal expertise in preparing the merger documents pro-bono. FOAL will vote on the merger at their meeting on July 7, 2009. Dawson has been working with FOAL President Colleen Holz and Foundation President Dave Willems on details of the merger.

b) Assistant Director's Report

- i. Summer Library Program Updates:** Rortvedt reported the Summer Library Programs are off to a very busy start. The Children's program has 3,348 children registered; the Teen program has 188 participants; the Adult program has 140 people registered at this time. Tom Pease kicked off the Children's Summer Reading Program with three concerts on June 11th and Comedy City Improv kicked off the Teen Summer Reading Program with a performance on June 10th.
- ii. Statistics – April 2009 and May 2009:** April and May 2009 statistics were reviewed. Rortvedt noted use of the public computers continues to increase. Volunteer hours have also increased and should continue throughout the summer. Record door count numbers have occurred twice in the same week. Monday June 8th, the door count was 2969 and on Wednesday June 10th the door count soared to 3032!

VII. Adjournment

Hill moved to adjourn, seconded by Bergman. The meeting adjourned at 6:15 p.m.