

Appleton Public Library
Board of Trustees Minutes
July 14, 2009

I. Call to order

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

II. Roll call

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

Excused: Bergen, Bergman

Others Present: City Attorney Behrens, Dawson, Kenney, Lenz, Michael Potter, Rortvedt, Shriver, Ward, Wieczorek

III. Approval of minutes from last meeting

Bloedow moved to approve the June 2009 meeting minutes, Hill seconded. The motion passed.
(7-0)

IV. Appearances, Public Participation & Communications

None.

V. Action Items

a) Bill Register

Hill moved approval of the June 2009 bills and bill register; seconded by Ducklow. Moua inquired about the \$37 overage for medical expenses; Wieczorek explained all of the first aid kits were restocked. There was discussion of the \$400 overage for Fox Cities Community Reads advertising on the Valley Transit buses. The Fox Cities Book Festival will be reimbursing the Library for the advertising costs. The motion passed. (7-0)

b) Finance Committee Report – 2010 Budget Request, status quo, FOAL / F. P. Young Scholarship and CIPs

Moua reported the Finance Committee met on July 7, 2009 for approximately 3 hours to review and discuss the 2010 Budget Request. The modification to the RFID CIP request was noted. An operating cost impact line was added to the Cost Analysis section. Budget deletions, items 1 – 3 were reviewed and discussed. Items 4 – 6 will need to be discussed in closed session. The FOAL / F.P. Young scholarship has not changed, the funds available for the scholarship are based upon a percentage of the interest earned. The site selection for the building project will be submitted as a FMD (Facilities Management Department) CIP. Hill moved to approve the 2010 status quo budget request, FOAL / F. P. Young Scholarship, CIP (RFID) and budget deletions items 1 - 3; seconded by Hietpas. The motion passed. (7-0)

c) Building Committee resolution

The Administrative Services Committee approved an amendment to the proposed Library Board Building Committee resolution at their meeting on July 8, 2009, substituting the existing Capital Facilities Committee with the addition of two Library Board Trustees appointed by the Library Board President. Board trustees would like to see the resolution referred back to Committee at Council tomorrow evening for further discussion.

August Meeting

The Board deferred a decision on meeting in August. Trustees will be notified if the meeting is cancelled. No action was taken.

VI. Information Items

a) Director's Report

- i. Budget Transfer:** Dawson and Wieczorek reviewed the budget transfer.

<u>From</u>	<u>To</u>	<u>Amount</u>
Other Revenues 16010.5035	Administration Personnel 16010.6412	\$1,060
Lost & Paid 10632.5035	Library Materials 16032.6315	\$7,000

- ii. City Policies – Confined Space Entry Policy, Drug Free Workplace Act of 1988 and 49 CFR Part 40:** Language in both policies has been revised to reflect current law. The changes do not affect the authority of the Library Board or library operations.
- iii. 2010 Budget Process:** Budget requests were due by July 10 however; the Library has an extension to July 15 because the Board was not meeting until today. Finance staff will have questions. The Mayor will release the Executive Budget in October.
- iv. 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*. Dawson expressed his gratitude for all of Attorney Barr's excellent work on the merger documents. FOAL voted on the merger at their meeting on July 7, 2009. The vote passed in favor of the merger unanimously; 29-0. The Foundation Board will vote via mail ballot within the next couple of weeks.

b) Assistant Director's Report

- i. Summer Library Program Updates:** Rortvedt reported the Summer Library Programs are very busy. The Children's program has 4,606 children registered; the Teen program has 289 participants; the Adult program has 203 people registered at this time. The teen program has added a netbook as a bonus prize to help increase the number of registered participants. Children's Library Assistant Kathleen Westbrook had the first ever Story time at the Downtown Farmers Market on Saturday. There will be two more story times at the market in August.
- ii. Statistics – June 2009:** Rortvedt reviewed June 2009 statistics, noting that of the 85,000 APL card holders, 50,000 are Appleton residents. The door count is up 11% from last year at this time. Children's desk transactions are up 31%. Volunteer hours are up again. The help of all the volunteers is helping the APL to survive a very busy summer. We have two Workforce Development youth helping out in circulation for the summer as well. Programming numbers are down but should even out in July. Computer use hours are up again.

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 proposed 2010 Budget addition & deletions (#4-6) and personnel matters, seconded by Truesdale-Witek. Roll call was taken and the motion passed. (7-0)

Bloedow moved to reconvene into open session; seconded by Ducklow. The motion passed (7-0)
The Board reconvened into open session at 6:30 p.m.

Bloedow moved to approve the proposed 2010 Budget additions & deletions, items 3 – 6; seconded by Moua. The motion passed. (7-0)

Bloedow and Moua expressed gratitude to the Board Finance Committee and APL Staff for their hard work on the 2010 Budget.

Hill moved to approve the Library Board Director's 2009 mid-year performance review; seconded by Bloedow.

VIII. Adjournment

The meeting adjourned at 6:33 p.m.