

**Appleton Public Library
Board of Trustees Minutes
December 15, 2009**

I. Call to order

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

II. Roll call

Present: Bergen, Bergman, Bloedow, Hietpas, Moua, Nelson, Truesdale-Witek, Willems
Excused: Ducklow, Hill
Others Present: City Attorney Behrens, Dawson, De Jardin, Kenney, Lenz, Rortvedt, Ward, Wieczorek

III. Approval of minutes from last meeting

Bergman moved to approve the November 17, 2009 meeting minutes, Bloedow seconded. The motion passed. (7-0)

IV. Appearances, Public Participation & Communications

None

V. Action Items

a) Bill Register

Dawson said the library is in good shape to finish the year solidly in the black. Wieczorek noted work being done by the City plumber to install release valves and upgrades to drain pipes etc. Dave Kempen, the plumber with City Facilities Management has been excellent to work with.

Bergman moved approval of the November 2009 bills and bill register; Hietpas seconded by. The motion passed. (7-0)

b) Budget Transfer

The Budget Transfer Request was reviewed. Dawson said he is requesting to transfer funds from under expended budget lines and designate them for over-expended areas, as well as to allocate funds for planned end of year purchases, including new book carts for Circulation and a portable PA system for Children's.

<u>From</u>		<u>To</u>		<u>Amount</u>
Facilities Charges	16031.6420	Admin. Trng & Trvl	16010.6201	\$ 500
Facilities Charges	16031.6420	Child. Trng & Trvl	16021.6201	\$ 500
Facilities Charges	16031.6420	Children's Printing	16021.6320	\$ 150
Facilities Charges	16031.6420	Reference Supplies	16024.6301	\$ 200
Facilities Charges	16031.6420	Ref. Equip. Repair	16024.6418	\$1,000
Facilities Charges	16031.6420	Tech Svcs Trng & Trvl	16032.6210	\$2,000
Other Reimbursement	16010.5035	Net. Svcs Supplies	16033.6301	\$6,245
Facilities Charges	16031.6420	Circulation Supplies	16023.6301	\$5,600
Facilities Charges	16031.6420	Child. Misc Equip	16021.6327	\$1,500

Bloedow moved to approve the Budget Transfer in the amount of \$17,695; Willems seconded. The motion passed. (7-0)

c) Scholarship Committee Report

Moua reported the Scholarship Committee met prior to the Board meeting and reviewed applications received for the scholarship award. Moua said four applicants had applied for the scholarship and all of the applicants were strong candidates. The committee recommends the scholarship be awarded to Sarah Lynn Salvia. Sarah is studying for her Masters Degree in Library Science at UW Milwaukee.

Dawson will contact Ms. Salvia to notify her of the scholarship and the check will go out sometime in January 2010. Letters to the other three applicants will also be sent with a note encouraging them to apply again next year.

Moua moved to approve the Scholarship Committee's recommendation of Sara Lynn Salvia to receive the FP Young / FOAL Scholarship award in the amount of \$1,000; Hietpas seconded. The motion passed. (7-0)

d) OWLS Resource Library Agreement

The OWLS Board approved the 2010 Resource Library Agreement at their last meeting. Dawson discussed some of the details of the agreement and changes from the 2009 agreement. He noted the framework is identical and a few details have been changed, some in response to OWLS' reduced state revenues, but the overall agreement is still fair to both parties. Bloedow moved to approve the 2010 OWLS Resource Library Agreement; seconded by Bergman. The motion passed. (7-0)

e) ALA Conference attendance

Children's Services Supervisor Carole De Jardin has requested to attend the ALA mid-winter Conference in Boston, MA, January 15-18, 2010. She is asking to be reimbursed for \$580 in expenses; this is not the total amount of her travel expenses. The Travel Policy states any out of state travel needs approval by the Library Board. Hietpas moved to approve the request; Bergen seconded. The motion passed. (7-0)

VI. Information Items

a) Director's Report

- i. Board Retreat:** Dawson said he thought it would be a good idea to hold a Board retreat for trustees. He believes a retreat is a great opportunity for trustees to discuss topics in depth, in an informal manner with no action agenda, and to get to know one another better. Trustees would like to refer this to the Planning Committee (Ducklow, chair) to set a date, time and agenda. The suggestion was made to send a Doodle poll to set a meeting date and time.
- ii. Holiday Brunch:** The Holiday Brunch, sponsored by FOAL, is Friday, December 18 at 8:00 am. Staff asked that Board members use the staff entrance if attending. At this time 65 people have responded that they plan to attend.
- iii. Parade:** Kenney reported 35 volunteers (staff, children and adults) participated on the Library Float in the Holiday Parade. He thanked staff, community donors, and volunteers for their collaborative efforts. He expressed special thanks to Paul Maas for all of his time and work building the many parts of the Polar Express float.

iv. FOAL Report :

- **Used Book Sale:** The Fall used book sale was very successful with a profit of \$7,365.00.
- **Executive Director Hiring:** Dawson and Wieczorek have a meeting tomorrow with staff at Goodwill to discuss the hiring process for the FOAL Executive Director.
- APL volunteer Sharrie Robinson was featured in the *Post Crescent*. Staff appreciates Sharrie for all of her great volunteer work at the APL.
- **I Love My Library Dinner:** Kenney reported work has begun planning the February 2010 I Love My Library Dinner. Silent Auction solicitation letters have been mailed out and a few items have already been donated. Kenney encouraged trustees to help solicit for auction items, sell tickets and attend the dinner. Dawson noted Mayor Hanna has already confirmed his attendance at the dinner. Kenney also mentioned APL has received \$2,400 in donations as a result of the end of year fundraising appeal letter. He expects to receive additional donations in the next few weeks.

b) Assistant Director's Report

- i. Planning Process:** Rortvedt said the 2010 long range planning process is on the horizon. She does not anticipate any dramatic changes in the long range plan; however APL has several irons in the fire that may impact the new plan. She will keep trustees informed of ways they can contribute and participate in the planning process.
- ii. Board Email Addresses:** Rortvedt encouraged trustees to take advantage of the option to have an email address provided by APL.
- iii. Survey Responses:** Rortvedt distributed copies of the survey comments for review. The comments are rather lengthy; trustees will review at their convenience. Thank you to APL Data Assistant Kathy Dreyer for compiling the comments into "like categories".
- iv. Statistics – November 2009:** November statistics were distributed and reviewed. Rortvedt noted the increase in circulation numbers. The numbers of registered patrons, door count, computer use and computer sessions are up. Periodicals, pamphlets and outside circulation numbers are erratic. This is due to many periodicals no longer being published and pamphlets becoming obsolete because of the vast information found on the internet. Volumes added have decreased due to having a flat materials budget.

VII. Closed Session

Bloedow moved to meet in closed session pursuant to Wisconsin statute 19.85(1) to discuss personnel matters, then resume meeting in open session; Moua seconded. Roll call was taken. (7-0)
Bergman moved to reconvene into open session, seconded by Hietpas. Roll call was taken. (7-0)
The Board reconvened into open session at 6:17 p.m. Bergman moved to approve the recommendation of the Personnel Committee as discussed and modified in closed session the Library Board Director's 2009 end-of-year performance review; seconded by Hietpas. The motion passed. (7-0)

VIII. Adjournment

Willems moved to adjourn, seconded by Moua. The meeting adjourned at 6:19 pm.