

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

I. Call to order

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

II. Roll call

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

III. Approval of minutes from last meeting

Hill moved to approve the July 2009 meeting minutes, Bloedow seconded. The motion passed. (8-0)

IV. Appearances, Public Participation & Communications

Maureen told trustees about the APL logo apparel order to be submitted the first week in October. Any trustee interested in purchasing items may submit the order form and payment by October 1, 2009. An email with the order form and list of items will be sent to all trustees.

V. Action Items

a) Bill Register

Bloedow moved approval of the July 2009 bills and bill register; seconded by Hill. The motion passed. (8-0) Bergman moved approval of the August 2009 bills and bill register; seconded by Hill. The motion passed. (8-0)

Bergman inquired about the low Y-T-D Facility charges; Wieczorek replied they are about a month behind in inter-office billing. Moua asked about the telephone charges. Wieczorek said all of the telephone charges are billed through City Hall and passed on to the Library. The cell phone charges are billed directly to the library from Cellcom. Moua also inquired about the materials expenses from June-August. Summer is one of the heaviest material purchasing times. Dawson added the library is on budget with spending at 67% Y-T-D.

Bergman asked about the training and travel expenditures for Circulation and Technical Services. Dawson said three Tech. Services staff attended the ALA Conference in Chicago and circulation had 2 staff finish their MLS degrees this spring. The library reimbursed these employees for ¼ of their tuition expenses from the training and travel budget. Dawson also noted APL would be receiving \$2500 reimbursement from OWLS. Bergman said he would like to see the APL staff continue to take advantage of beneficial training opportunities.

b) Nominating Committee Report & Election of Officers

Chair Witek reported the Nominating Committee met on Thursday, September 10, 2009 to discuss officer nominations. The Committee presented their slate of 2009-2010 officer nominees:

Liz Truesdale-Witek	President
Peter Ducklow	Vice President
Will Bloedow	Secretary

Vice President Willems asked if there were additional nominations. There were none. Bergman moved to approve the proposed slate of officers for 2009-2010; seconded by Hietpas. The motion passed. (8-0) The new slate of officers is effective beginning October 1, 2009. Dawson said Witek will begin to work on committee assignments.

c) Meeting Room Policy

The Board reviewed proposed revisions to the Library Meeting Room Policy. Dawson explained the revisions developed due to a collaborative effort with the Park and Recreation Department. Park and Rec. will hold several classes at the Library (Stretch and Strengthen, Spanish and Chair Yoga) a couple of times per week; there are fees associated with the classes. Bergman moved to approve the proposed changes to the library Meeting Room Policy; seconded by Bloedow. The motion passed. (8-0)

VI. Information Items

a) Director's Report

- i. City Policies – Employee Status, Fair Labor Standards Act, Moving Expenses, Reference, Backgrounds & Polygraphs, and Restricted Duty:** Language in the policies has been revised to reflect current laws. The changes do not affect the authority of the Library Board or library operations.
- ii. 2010 Budget Process:** Mayor Hanna has made some preliminary decisions regarding the 2010 Library Budget. \$5,000 will be cut from the technology budget. Other decisions regarding personnel should be discussed in closed session. The Executive Budget will be presented to the Common Council on October 7, 2009. Budget Saturday will take place on Saturday, October 24, the public hearing is Wednesday, November 4, and final adoption of the 2010 budget on November, 11, 2009
- iii. FOAL:** The Appleton Library Foundation and FOAL have officially merged. The merger documents have been submitted to the State. Attorney Scott Barr has prepared and filed the documents for FOAL and has done this work *pro bono*. The first meeting of the new FOAL board is Tuesday, September 29, 2009 at 4:00 p.m. in the lower level meeting room of the library. At this time, the new board consists of 13 members who belonged to the previous boards.
- iv. Capital Facilities Committee:** The Capital Facilities Committee met for the second time yesterday, Monday, September 14, 2009. Bill Robison of Engberg Anderson gave a presentation on the 2009 Program Design Study followed by a question and discussion session. The committee had a spirited discussion about meeting room space at the Library. The committee's report and meeting minutes were included in the trustee packets for review. The next meeting is Monday, October 5, 2009 at 4:30 p.m. in the library's lower level meeting room. Chairperson Konetzke has asked committee members to submit site suggestions for a new library by the next meeting.
- v. WLA:** The WLA Conference will take place in Appleton the week of October 20th – 23rd. Dawson has registration forms for trustees interested in attending. The Trustee Luncheon is on Thursday, October 22, 2009. Bloedow mentioned he has attended the

conference for the past 6 years and has found it to be a great experience. He encouraged all of the APL trustees to attend.

b) Assistant Director's Report

- i. LSTA Grant:** An LSTA (Library Services and Technology) Grant is in process of being submitted for software and a dedicated workstation called Job Spot @ APL. Shriver said she is very excited about this because it would be a great resource for patrons in need of brushing up on job seeking skills. The program is interactive with a webcam which allows users to see how they appear in interview situations. The grant also includes the request for more materials dedicated to the job search process. Ducklow asked what the probability of receiving a grant like this and Dawson said it is hard to predict. The Library has not applied for many grants in recent years.

APL will be participating in a guaranteed OWLS grant for a hearing loop to be installed in the meeting rooms. This would allow anyone who uses a hearing aid with a t-coil to be able to hear what is being said directly into their ear.

- ii. Hmong Resource Center anniversary celebration:** The library celebrated the one year anniversary of the Hmong Resource Center with an open house and story time in English and Hmong. Rortvedt thanked library staff Diana Sandberg and Ashley Thiem for their hard work organizing this special event. There was a great crowd; Lo Lee of the Hmong American Partnership addressed the guests. Some attendees wore traditional dress. Egg Rolls were provided by Shoua Products. Rortvedt also thanked the Moua family who has been instrumental and supportive in establishing the Resource Center. She discussed the "Bridging Hmong American" DVD collection, a unique resource funded by a grant. Dawson told the Board that Lo Lee had charged him to carry the message to trustees that this collection should be maintained and grow. He said that the staff is committed to fulfilling this charge. He thanked Rortvedt, who has led the staff effort for this collection.
- iii. Statistics – July 2009 and August 2009:** Rortvedt reviewed July and August 2009 statistics. The adult program attendance is up due to the movies being shown at the Library. The door count is up for both months. Volunteers have made a significant contribution over the summer. Volunteer hours are up 85%.

VII. Closed Session

Ducklow moved to meet in closed session at 5:32 p.m. pursuant to Wisconsin statute 19.85(1)(c) to discuss personnel matters, seconded by Bergman. Roll call was taken and the motion passed. (8-0)

Bloedow moved to reconvene into open session; seconded by Bergman. The motion passed (8-0)
The Board reconvened into open session at 6:00 p.m.

VIII. Adjournment

Bergman moved to adjourn seconded by Hill. The meeting adjourned at 6:01 p.m.