

**Appleton Public Library  
Board of Trustees Minutes  
October 20, 2009**

**I. Call to order**

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

**II. Roll call**

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

**Excused:** Ducklow, Moua, Nelson

**Others Present:** City Attorney Behrens, Dawson, Kenney, Lenz, Rortvedt, Shriver, Ward, Wiczorek

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

Hill moved to approve the September 14, 2009 meeting minutes, Willems seconded. The motion passed. (7-0)

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

Rortvedt reported library staff will participate in a Project Promise panel discussion via email conference. APL librarians will present information on programs and services to address family literacy, joblessness, under employment and the essential knowledge and skills needed to be active, lifelong learners in a technology intensive environment. Children's services staff will present the library's Prime Time program and an adult services librarian will present the library's job and training services. The presentations will focus on the library's role in addressing the social, civic and economic needs that help people in poverty.

**V. Action Items**

**a) Bill Register**

Hill moved approval of the September 2009 bills and bill register; seconded by Bloedow. The motion passed. (7-0)

**b) Budget Transfer**

Bergen moved to approve the budget transfer; seconded by Ducklow. The motion passed. (7-0)

<u>From</u>	<u>To</u>	<u>Amount</u>
Other Revenues 16010.5035	Circulation Personnel 16023.6108	\$27,000
Other Revenues 16010.5035	Admin Personnel 16010.6108	\$9,410
Other Revenues 16010.5035	Network Svcs. Equip. Repl. 16033.6327	\$963
Other Revenues 16010.6108	Children's Personnel 16021.6108	\$2,005
Other Revenues 16010.5035	Circulation Trng. & Trvl. 16010.6201	\$2,500

Dawson explained that funding being transferred from the Other Revenues account to Admin, Circulation and Children's Personnel, Circulation Training and Travel and Network Services Equipment Replacement is Calumet money per the OWLS Resource Library Agreement, and according to the plan approved by the Board.

**c) Library Closed Dates 2010**

January 1	Closed	New Year's Day
April 4	Closed	Easter Sunday
May 29	Summer hours begin	Open 9-1 Saturday
May 30, 31	Closed	Memorial Day - Sun. & Mon.
June 6, 13, 20, 27	Closed	Sundays
July 4, 11, 18, 25,	Closed	Sundays
August 1, 8, 15, 22, 29	Closed	Sundays
September 5	Closed	Sunday
September 6	Closed	Labor Day
September 7	School Year hours begin	Tuesday
November 25	Closed	Thanksgiving Day
December 24, 25	Closed	Christmas Eve & Christmas Day
December 26	Closed	Sunday
December 31	Closed	New Year's Eve
January 1, 2011	Closed	New Year's Day

Dawson said that OWLS is planning to upgrade the a major server upgrade for a date yet to be determined. Staff had discussed scheduling this upgrade and closing on President's Day in 2010 to do long range planning, but AASD is closed on this day, so this is not the best day for the Library to be closed. An alternate date may be proposed. The library will be open on Monday, July 5, 2010; this is an exception to the City Policy. Benefited library staff scheduled to work on July 5<sup>th</sup> will be able to take an alternate day as a holiday.

Bergen moved to approve the proposed calendar of the Library Closed Dates for 2010; seconded by Bloedow. The motion passed. (7-0)

**d) City Policy – Fringe Benefits**

Changes were made to the policy regarding the vacation and PEHP carry-overs and pay outs. The health insurance outline(s) of coverage were added as an attachment. Bloedow moved to approve the proposed changes to the City of Appleton Fringe Benefits Policy; seconded by Hill. The motion passed. (7-0)

**VI. Information Items**

**a) Board Committee Appointments**

The 2009 -2010 Board Committee appointments were reviewed.

Building & Equipment	Bloedow (chair), Bergen, Bergman, Hill
Finance	Bergman (chair), Hill, Moua
Nominating	Willems (chair), Bergman, Ducklow
Personnel	Bergen (chair), Bergman, Ducklow, Willems
Planning	Ducklow (chair), Moua, Willems
Policy	Hietpas (chair), Bloedow, Moua
Scholarship	Moua (chair), Hietpas, FOAL representative

**b) Director's Report**

- i. City Policies Goal & Development Evaluation, Salary Administration, FMLA, Flammable & Combustible Liquids and Blood borne Pathogens:** Language in each of the policies was revised to reflect current laws. The changes do not affect the authority of the Library Board or library operations.
- ii. 2010 Budget:** The Mayor's Executive Budget was presented to the Common Council on October 7, 2009. Budget Saturday will take place on Saturday, October 24, 2009. Dawson will email the Administrative Services Committee and ask consideration and modification of the site selection CIP. Cut list implementations to the 2010 Library Budget include the reduction of a full time Reference Library Assistant to half time, and reduction of the materials budget. Dawson said he will suggest doing without a new reader/printer in exchange for restoring money to the materials budget line. The public hearing is Wednesday, November 4, and final adoption of the 2010 budget on November, 11, 2009.
- iii. Capital Facilities Committee:** Dawson reported the 10/19/2009 Capital Facilities Committee meeting had been cancelled by Chairperson Konetzke pending further Council action on the 2010 Budget. Trustees discussed the minutes of the October 5, 2009 Capital Facilities Committee meeting.
- iv. FOAL:** The new FOAL had their first meeting on September 29, 2009. The group is now a merged organization of the Friends of the Appleton Library and the Appleton Library Foundation. Officers were elected and the first meeting of the Executive Committee was scheduled for Monday, October 26, 2009 at 12:00 noon in the APL board room. A priority of the Executive board will be the hiring of a part-time Executive Director. The group will draft a job description and determine a hiring process.
- v. WLA Conference:**  
The WLA Conference will take place in Appleton the week of October 20<sup>th</sup> – 23<sup>rd</sup>. Staff has been involved with the planning of the conference, several are featured presenters, and 30 staff will attend. The book cart drill team will perform/compete on Friday. Bloedow mentioned he has attended the conference for the past 6 years and has found it to be a great experience. Bloedow and Dawson encouraged APL trustees to attend.
- vi. Holiday Parade:** The theme for this year's parade is *Season's Readings from the APL aboard the Polar Express*. The parade will take place on Tuesday, November 24, 2009. Kenney said Boldt Construction has generously donated the use of one of their trucks for the float. Board members and their families (especially children) are invited to participate with staff in the Holiday Parade.

**c) Assistant Director's Report**

- i. 2010 Long Range Planning Process:** Rortvedt said the Library is planning a new Long Range Plan process to determine a 3 year plan for 2011 -2014. She does not anticipate significant changes in direction in the new plan.

- ii. **Survey:** The annual APL Survey on-line and in-house (paper) will be available until the end of October. The in-house response has been great so far; the on-line survey is a little slow. Rortvedt encouraged trustees complete the survey.
- iii. **Statistics – September 2009:** Rortvedt said September was an unusual month with statistics down in a few areas. Children’s program attendance was down; however this may be due to programs not starting until school had been in session for a full week. Rortvedt said she anticipates the numbers to balance out in October. Volunteer hours continue to increase. Bloedow asked about the accuracy of the door counter and Dawson replied the counter uses infra red beams and he is confident the numbers are accurate.

**VII. Other Business**

Bloedow inquired about scheduling a board trustee retreat. Trustees agreed early 2010 may be a good time to get together.

**VIII. Adjournment**

Bergen moved to adjourn, seconded by Bloedow (7-0). The meeting adjourned at 5:47 p.m.