

Appleton Public Library
Board of Trustees Minutes
November 17, 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, Moua, Truesdale-Witek, Willems

Excused: Ducklow, Nelson

Others Present: City Attorney Behrens, Dawson, Kenney, Rortvedt, Ward, Wieczorek, Melissa Galarowicz, Devan Lenz, Viktoria O’Leary

III. Approval of minutes from last meeting

Bloedow moved to approve the October 20, 2009 meeting minutes, Bergman seconded. The motion passed. (8-0)

IV. Appearances, Public Participation & Communications

Trustees welcomed Xavier High School students Melissa Galarowicz, Devan Lenz and Viktoria O’Leary to the meeting. The students are observing the meeting as an assignment for a school government class.

Dawson told the Board he had just received a draft of the 2010 Resource Library Agreement and distributed it for review. This will be an action item on the December meeting agenda.

Dawson announced APL Assistant Circulation Supervisor, Brain Kopetsky is the recipient of a \$500 scholarship from Wisconsin – Illinois Automated Users Group to attend their National Conference next spring.

V. Action Items

a) Bill Register

Hill inquired about budget line 16033.6815 (Network Services Software) and asked about GoDaddy.com. Dawson noted this was a service provider for domain names. Bergman asked why budget line 16024.6418 (Reference Equipment Repair) is over-expended. Wieczorek answered it was due to service contracts on reader/printers. Moua asked why account 16023.6201 (Circulation Training & Travel) was over expended. Dawson replied that two Circulation employees had completed their library science master degree programs this year and were partially reimbursed for tuition. Moua also asked about 16032.6301 (Technical Services Supplies), the \$2,080 expenses to Affordable Library Products. Wieczorek said this expense was for the purchase of security strips.

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

b) 2010 City Budget

The 2010 City budget was approved at the November 11, 2009 Common Council meeting. Dawson noted changes to the 2010 Library Budget made by the Administrative Services Committee. He said funds had been added back into the materials budget and deleted for a new reader/printer. The staff cost-of-living adjustment for 2010 was set at 2% on January 1, 2010

with an additional 1% on September 1, 2010. Bergman moved to approve the 2010 City Budget as adopted by Council; Bergen seconded. The motion passed. (8-0)

c) FOAL 2009 – 2010 Grants Budget

The 2009-2010 Grants Budget was reviewed. Dawson explained this is a merged budget of the two organizations (FOAL and Foundation). This is the FOAL Grants budget only; the library board does not approve the operating budget which includes the salary of the FOAL Executive Director. The library board trustees have approved the first 5 items of the Grants budget in the past as grants from the Foundation and now will need to look at approving an additional 4 items.

**Friends of Appleton Library
Grants Budget 2009-2010**

Materials	16,500
Technology	5,000
Programs	20,000
Marketing	10,000
Special Projects	18,800
Program Food	3,050
SLP Incentives	3,000
Volunteer Recognition	1,000
Frank P. Young	<u>500</u>
Grants Total	77,850

Bloedow moved to approve the revised FOAL 2009-2010 Grants Budget; Willems seconded. The motion passed. (8-0)

d) Service Agreement between FOAL and Library Board

The Service Agreement between FOAL and the Library Board was reviewed. This agreement provides office space, furniture and equipment for the FOAL Executive Director for a rental payment of \$1.00 annually.

Hietpas moved to approve the Service Agreement between FOAL and the Library Board; seconded by Hill. The motion passed. (8-0)

e) February 23, 2010 closed date

OWLS has confirmed the date of the server upgrade. It is Tuesday, February 23, 2010. During the upgrade, check out and check in of materials will not be possible. Dawson proposed closing to the public on 2/23/10 but plans to conduct all staff training and long range planning on this day. Bloedow moved to approve the Library closed date of February 23, 2010; Bergman seconded. The motion passed. (8-0)

VI. Information Items

a) Director's Report

i. Budget Transfer:

<u>From</u>		<u>To</u>	<u>Amount</u>
Other Revenues	16010.5035	Library Materials 16032.6315	\$3,696
Lost and Paid	16032.5305	Library Materials 16032.6315	\$5,500
Memorial Fund	16010.5020	Library Materials 16033.6315	\$ 790

- ii. City Policy – Seasonal Employment:** The changes to the policy are revisions of language. The library does not hire seasonal employees. The changes to the policy do not affect the authority of the Library Board or library operations.
- iii. Capital Facilities Committee:** The Capital Facilities Committee met on Monday, November 16, 2009. Good discussion about the direction of the committee took place. The next meeting is Monday, January 18, 2009 at 4:30 pm at the library. APL staff will make a presentation on study conclusions regarding a branch library. Committee recommendations will be brought to the Administrative Services Committee, Common Council and the Library Board.
- iv. F. P. Young / FOAL Scholarship:** Letters have been sent to local libraries and library schools announcing the scholarship/process. APL will be granting one applicant a scholarship in the amount of \$1000. Applications are due November 30, 2009 at 5:00 p.m. The Scholarship Committee will meet before the next Board meeting to review applications and make a recommendation for an award recipient.
- v. 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. Kenney also asked for help in building the float on Monday, November 23, 2009 from 4:00 pm – 7:00 pm at Boldt located on Ballard Road.
- vi. FOAL Report**
- **Used Book Sale:** The FOAL fall used book pre-sale for FOAL members and AASD will take place on Thursday, November 19, 2009 from 2:00 pm – 8:00 pm. The regular sale is on Friday November 20, 2009 from 9:00 am – 5:00 pm and Saturday November 21, 2009 from 9:00 am – 5:00 pm. Saturday will include a bag sale; \$5 per bag of books.
 - **I Love My Library Dinner:** The dinner is scheduled for Sunday, February 23, 2009 at Riverview Country Club; cocktails are at 5:30 pm and Dinner at 6:30 pm. There will be a silent auction as in the past. Trustees are encouraged to help solicit for auction items, sell tickets and attend the event. The cost is \$100 per individual. Corporate sponsorships and tables will also be for sale.
 - **Holiday Brunch:** The APL Holly Day Brunch, sponsored by FOAL, is on December 18, 2009 at 8:00 am at the Library. All trustees are invited to attend. Please RSVP to Maureen.

b) Assistant Director's Report

- i. Board email addresses:** Rortvedt informed trustees about the vulnerability of using their personal email addresses for receiving library board communications. She explained that if an open records request were made, personal emails used for library business could/would be subject to the request. She suggested trustees have an email address provided to them by the library for library business. Trustees should let her know if they would like to do this and she will get them an address, initial password and show them how to access the email.
- ii. Software updates:** Rortvedt reported she is working with staff to implement two new exiting software products. The first product is Evanced, an online meeting room booking software. This software would allow patrons to book meeting room space at anytime online. The software is capable of sending out meeting room reminders, confirmations and generating use reports. The second product is Constant Contact which would allow the library to send out eblasts to enhance the library's communication with patrons.
- iii. Survey:** There were 611 survey responses (combination of in-house and on-line responses). In the past the online library users and the in-house patrons' responses and comments differed substantially. This year the responses and comments from the two groups were very similar. A compilation of all of the survey comments will be available for review at the December board meeting.
- iv. Statistics – October 2009:** Young Adult program attendance was up 528% in October due to the young adult librarian and library assistant's participation in many teen outreach programs. Internet use is up 3200% and EBSCO host data base use is up 343%. Group tour numbers are down due to schools lack of funds for transportation.

VII. Other Business

Dawson reminded trustees his end of year performance review was due to the Mayor and Human Resources by December 11, 2009. The Personnel Committee should meet prior to this in order discuss his review.

VIII. Adjournment

The meeting ended for lack of a quorum at 5:45 p.m.