

**Appleton Public Library
Board of Trustees Minutes
June 15, 2010**

I. Call to order

President Witek called the meeting to order at 4:34 PM.

II. Roll call

Present: Bergen, Bergman, Bloedow, Hietpas, Miller, Peterson (arrived at 4:55 p.m.),
Truesdale-Witek, Willems

Excused: Moua, Oswald

Others Present: Dawson, Kenney, Kopetsky, Lenz, Nitz, Quinlan, Rortvedt, Ward, Wieczorek

III. Approval of minutes from last meeting

Bergman moved to approve the May 18, 2010 meeting minutes, Bloedow seconded. Passed. (8-0)

IV. Appearances, Public Participation & Communication

Dawson announced that John Peterson had been appointed trustee to the Board to replace Ducklow and Jean Detjen had been appointed to replace Willems. Peterson begins his term in June and Detjen will begin her term in July. Board members welcomed Peterson.

V. Action Items

a) Bill Register

Witek asked about the status of Meeting Room D. Wieczorek explained it is almost complete with the exception of replacing some defective carpeting. The Children's miscellaneous equipment line (16021.6327) has a negative balance of -759.70 because we are waiting for a budget transfer of funds spent on a portable PA system and the expense is being reimbursed by FOAL to be posted. Bergman moved approval of the May 2010 bills and bill register; seconded by Hietpas. Passed. (6-0)

b) Acceptance of gift from WLA and transfer to Appleton Library Endowment fund

Dawson explained the APL participated in a Reel to Real program sponsored by a collaboration of Wisconsin Public Television and Wisconsin Library Association called WI Vietnam War Stories. The first 10 libraries to apply to the program received a \$300 grant. Hietpas moved to accept the monetary gift from WLA in the amount of \$300 and to transfer the funds to the unrestricted Appleton Library Endowment fund, seconded by Bloedow; motion passed. (6-0)

VI. Information Items

a) Director's Report

- i. Capital Facilities Committee:** The Capital Facilities Committee met June 3rd. Council President Joe Martin is the new Committee Chair. The Committee has established meeting dates and times of 4:30 PM July 15, July 22, and August 19, 2010. Ald. Martin has requested committee members complete a decision matrix for the July 15th meeting. Martin intends the Committee will to make a recommendation to the Administrative Services Committee and Library Board by September 2010. Witek commented she believes Martin has a positive attitude, is organized and has a plan.
- ii. Long Range Plan Process:** The staff LRP Committee has a new version of the draft plan nearly ready to present to the Board. Bloedow has agreed to chair the Board Planning Committee. Dawson will work with Witek and Bloedow to determine committee and meeting dates and times. At this time the planning committee includes Jan Quinlan (Friends' Exec. Dir.), Peter Gilbert (Mudd Library Director & Friends' Pres.),

- Rick Krumwiede (OWLS Dir.) and Karen Harkness (City Community Development Dir.). Bloedow inquired about the time line for the committee and Dawson replied his target date for adopting a new long range plan is the end of summer; he hopes to accomplish the work in two to three meetings.
- iii. **Budget schedule and process:** CIP requests are due to City Finance on July 21, 2010. This is the day after the board meeting. Dawson would like to have the Board Finance Committee meet during the week of July 12, 2010 to discuss the 2011 budget. He said the committee may have to look at personnel cuts. Dawson updated trustees on the Monitor positions at the library, which have been discontinued as of May 28, 2010. The Maintenance staff will take on new roles as Operations Clerks; Wieczorek will work with his three full-time employees to establish their added responsibilities. Staff will present a draft 2011 budget proposal to the board Finance Committee and Board of Trustees in July.
 - iv. **Flag Day parade:** The APL's Book Cart Brigade participated in the Appleton Flag Day Parade on Saturday, June 12, 2010. The group received many compliments on their performance and the reception from the audience was awesome. Ellen Jepson is the team's captain. Bergman said the group looked "snappy".
 - v. **2011 parking:** The issue of raising parking fees in the City continues to be debated by City Council. Dawson said parking will be on the agenda at tomorrow's Council Meeting. He expects some modifications to be proposed. The proposed increase in metered parking in the Library lot to 3 hours maximum with additional short term metered parking (1/2 hr) closer to the Library building remains in the new parking proposal.
- b) **Assistant Director's Report**
- i. **RFID:** Rortvedt said nine RFID proposals were received. The committee reviewed all of the proposals and decided to interview four of the vendors (ITG, 3M, Tech Logic and Bibliotheca). So far they have interviewed and observed demos by ITG and 3M and will meet with Tech Logic on Thursday and Bibliotheca on Friday. Rortvedt encouraged trustees to attend the interviews/demos. The committee will meet to choose a vendor sometime next week and will make a final recommendation at the July board meeting.
 - ii. **Summer Library Programs:** The children's summer reading program kicked off with Tom Pease concerts. Tom performed three concerts with 1275 children attending. The teen summer library program kicked off with a performance by Comedy City Improv group with 53 teens in attendance. Children's Services has made a concentrated effort to recruit day care children for the summer reading program. Their efforts have paid off with approximately 1202 day care kids registered for the SLP in addition to 2268 other children. The teen SLP has 330 teens registered to date and the Adult SLP has 137 adults registered. Reading programs and events have been promoted on APL's Facebook page.
 - iii. **Statistics – May 2010:** The May 2010 Statistics were reviewed and discussed. Rortvedt stated she liked to tell a story with the statistics. Young adult program attendance is up. Paula has done a lot of outreach work with schools and has seen a 728 % change in May program attendance. Computer use is leveling off, until we add additional computers we should not expect to see much growth in computer use. In preparation for the RFID tagging process we have been aggressively weeding the collection. Volumes withdrawn have increased 91% since last year. Volunteer hours have declined, this could be due to not having a Volunteer Coordinator. Interestingly though, the same gentleman who put in mega hours volunteering at the APL last April has done so again in May.

VII. Adjournment

Bergman moved to adjourn, seconded by Hietpas. The meeting adjourned at 5:32 p.m.