

Appleton Public Library
Board of Trustees Minutes
December 14, 2010

I. Call to order

President Witek called the meeting to order at 4:33 PM.

II. Roll call

Present: Bergen, Bergman, Bloedow, Detjen, Hietpas, Miller, Moua (arrived at 4:40 p.m.), Oswald Peterson, Truesdale-Witek

Excused:

Others Present: Beck, City Attorney Behrens, Dawson, De Jardin, Kenney, Kopetsky, Lenz, Nitz, Quinlan, Rortvedt, Thiem – Menning, Ward, Wieczorek

III. Appearances, Public Participation & Communications

Dawson read a letter received from a patron named Beverly complimenting the APL staff on their helpfulness to her every time she has needed something. Beverly also baked numerous treats for the staff.

Witek acknowledged Dawson's last official Board meeting before his retirement. Trustees thanked Dawson for his service and wished him well on his upcoming retirement.

IV. Approval of minutes from last meeting

Bloedow moved to approve the minutes of the November 16, 2010 meeting; seconded by Hietpas. The motion passed. (8-0)

V. Action Items

a) Bill Register

Bergman asked about the sewer expenses. He said he noticed the utilities budget is over-expended. Dawson said the utilities are budgeted and billed from the Finance Department. It appears that a payment may have been posted to the wrong account, as the water utility budget is under expended. Bergman moved approval of the November 2010 bills and bill register; seconded by Bloedow. The motion passed. (9-0)

b) Conditions of Employment Policy

The Conditions of Employment Policy was held from the November meeting. In lieu of incorporating Board authority language into the Conditions of Employment Policy, Dawson worked with the City Attorney's office to draft language for the Library Boards Authority in accordance with Chapter 43 in the Organization and Delegation of Authority Policy. Once adopted, this would cover all policies from Human Resources rather than needing to accommodate for this in each policy. The policy language was reviewed and discussed.

Hietpas moved to approve the City Conditions of Employment Policy; seconded by Peterson. The motion passed. (9-0)

c) FOCOL (Fox Cities Online) Agreement

Dawson stated FOCOL is a 501(3)(c) organization. The APL provides the staff and the work space for FOCOL. The agreement formalizes practices already being carried out. It is essentially an agreement for the exchange of services. The agreement was reviewed and discussed.

Detjen moved to approve the 2011 Fox Cities On-line Agreement (FOCOL); seconded by Bergman. The motion passed. (9-0)

d) Scholarship Committee Report

Moua reported the Scholarship Committee met on Friday, December 12, 2010 to review the applications for the scholarship award. Three applications were received and all were very good. One applicant was disqualified because of their out of state status. Moua said the Committee recommends Jennifer Huss, a former APL volunteer and student at UW- Milwaukee School of Library & Information Sciences to receive the scholarship.

Moua moved to approve the Scholarship Committee’s recommendation to award the 2010-2011 Friends / Frank P. Young Scholarship in the amount of \$900 to Jennifer Huss; seconded by Bergen. The motion passed. (9-0)

e) Library Director’s Performance Review

Held until the end of the meeting for closed session.

f) Modifications to 2011 Closed Dates – Staff Retreat

Rortvedt proposed closing the Library on Monday, February 14, 2011 for a staff retreat. Rortvedt said she originally wanted to close on President’s Day (2/21/2011), however schools are closed on that day so it is probably not the best day for the library to be closed. The retreat agenda would include front line advocacy, a personality project, and a poverty simulation.

Detjen moved to approve modifying the Library’s 2011 closed dates to include Monday, February 14, 2011 for an APL staff retreat; seconded by Bergen. The motion passed. (8-0, Oswald abstained)

VI. Information items

a) Director’s Report

i. Budget Adjustment

The final budget adjustment for the end of the year was reviewed. The adjustment includes transfer of funds to Administration Training & Travel, Library Materials, Children’s Equipment Repair and Reference Supplies. The transfer amount is \$3,162.

From	To	Amount
Other Revenues 16010.5035	Admin Training & Trvl. 16010.6201	\$ 1,500
Other Revenues 16010.5035	Library Materials 16032.6315	\$ 462
Utilities 16031.6413	Child. Equip. Repair 16021.6327	\$ 600
Utilities 16031.6413	Reference Supplies 16024.6301	\$ 600

ii. Marketing Activities

a. Parade: Kenney reported the APL had 36 participants for the float this year. It was a great turnout even though it was very cold! Dawson was this year’s Appleton Holiday Parade Marshall. The Boldt Company generously donated the flat bed truck and driver for the parade. Bergman moved to officially thank the Boldt Company; seconded by Bloedow. The motion passed. (8-0) Dawson will draft a letter for Witek to sign.

b. Fine Print: Kenney said there are a few changes to how Fine Print will be distributed. There will be a complete on-line version emailed using the new software Constant Contact, and the printed (paper) version will be a condensed version of the on-line version. Fine Print will also become a bi-monthly publication starting in March 2011 rather than a quarterly publication.

iii. Friends Activities

a. Advocacy: Quinlan presented the new Friends of Appleton Public Library logo to the trustees. Two Advocacy Retreats were held in November. They were great

opportunities for Friends board members and Board trustees to come together and address frequently asked questions through discussion and role playing.

- b. **I Love My Library:** The fundraiser uses the new Friends logo with the addition of hearts. Riverview Country Club on February 20, 2011. This year's event will honor Terry Dawson. Corporate letters inviting table sponsorship and event sponsorship will be mailed out this week. Individual invitations will be mailed out the week of January 4th, 2011. Will and Ruth Bloedow have graciously agreed to pen the letter/invitation this year. Quinlan said a special table rate will be offered to individuals wishing to purchase an entire table. Letters to previous years' silent auction donors will be mailed out within the next week as well.
- c. **Year End Fundraising Letter:** The year-end fundraising letter was mailed out on December 10, 2010. If you have not yet received it yet you should be getting it very soon.
- d. **Holiday Brunch:** The annual Holly Brunch is on Friday, December 17, 2010 at 8:00 a.m. The brunch is sponsored by the Friends of the Appleton Public Library and is a great way for staff, volunteers, Friends and trustees to get together and Santa will be there too. Trustees were reminded use the staff entrance on Friday.

b) Assistant Director's Report

- i. **RFID:** The RFID tagging project is moving along quite nicely. We have finished tagging all of the fiction and are moving on to the westerns, children's, young adult and non-fiction sections. The volunteers have been great; however we can always use more volunteers on this project. The target to complete the tagging process is August 2011.

Oswald suggested Rortvedt make a presentation to the Common Council on the RFID process and the number of volunteers doing the tagging work. Rortvedt said she would be willing to make a presentation to Council.

Rortvedt stated the RFID Committee is beginning to study the automated handling system which is the next phase of the RFID project.

- ii. **Statistics November 2010:** November statistics were reviewed. Rortvedt reviewed the new statistics format with Trustees.
- iii. **January 4th Reception:** There will be an Open House at the Appleton Public Library on Tuesday, January 4, 2011 from 3:30 pm – 6:30 pm honoring Terry Dawson's retirement. There will be a short program at 5:00 pm. with a few surprises!

VII. Closed Session

Detjen moved to meet in closed session pursuant to Wisconsin Statute 193.85(1) to discuss personnel matter, then resume meeting in open session; Hietpas seconded. Roll call was taken. (8-0)

Bloedow moved to reconvene into open session; seconded by Detjen. Roll call was taken. (8-0)

The Board resumed meeting in open session at 5:55 p.m.

Hietpas moved to approve the Library Director's 2010 End of Year Performance Review; seconded by Bloedow. The motion passed. (8-0)

VIII. Adjournment

Hietpas moved to adjourn, seconded by Bloedow. The meeting adjourned at 5:57 p.m.