

Appleton Public Library
Board of Trustees Minutes
January 13, 2005

Present: Bergman, Bloedow, de Young, Ducklow, Eng, Moua
Excused: Bergen, Dunlap
Others present: Attorney Behrens, Dawson, Kelly, Lenz, Muench, Nitz, Rortvedt, Shriver, Ward, Wiltzius

President Bloedow called the meeting to order at 4:02 p.m.

Public Participation and Communications

Dawson presented and read a letter he received from Jennifer Edmondson, with a school assignment written by her ten year old daughter Katie. Katie states many reasons why the Library is her favorite place.

Dawson informed the Board members that the Library Foundation has been named as the beneficiary of two recent memorials. The families of Jean Bebeau and John McMahon have requested donations be made to the Library Foundation in lieu of flowers. The current Virginia McMahon Fund will be renamed the John and Virginia McMahon Fund.

Election of Secretary

Dr. Chandler's resignation from the Library Board has left vacant the office of Library Board Secretary. President Bloedow called for nominations for the office of Board Secretary. Ducklow was nominated, Bergen moved to cease nominations and elect Ducklow as Library Board Secretary, seconded by Eng. Motion passed unanimously.

Minutes and Bill Registers

Eng moved and Bergman seconded approval of the December 9, 2004 minutes. Motion passed unanimously. Bergman moved and Eng seconded approval of the December 2004 Bill Register; the motion passed unanimously.

In reviewing the financial statements, Dawson stated the Library will continue to pay outstanding 2004 bills through the end of January, as appropriate under Finance policy. Muench stated 2004 bills were nearly completed. A second December 2004 Bill Register will include the final 2004 invoices.

LSTA Grant Award

Shriver, Wiltzius and members of the Grant Committee wrote and submitted an LSTA grant to the state and federal government for \$1,412 to digitize historic and fragile Outagamie County plat books. The plat books are of significant historical interest because they are very old. The grant was awarded in the amount requested. Reference staff will work with the UW Madison digital lab to complete the project by year end. Ducklow made a motion to accept the grant, seconded by Eng. Motion passed.

Donations

The Library has received five doll houses and several dolls from the Community Foundation's collection of Jean Klatt/Amelia Bubolz. The Children's section will display the doll houses and dolls. The maintenance staff will build display cases for the doll houses. deYoung made a motion to accept the donation of the dolls and doll houses on behalf of the Library from the Community Foundation, seconded by Moua. Motion passed.

Library Board Retreat and Follow-up

Board members who attended the December 10, 2004 Board Retreat at the Outagamie County Historical Society Museum shared their thoughts about the retreat. It was noted the Power Point presentation featuring the Reference section and staff was not only informative but humorous. Board members agreed this is a great opportunity for trustees to get together to address issues they normally do not have the chance to discuss at the formal Board meetings. It is also a great time to get to know each other better and to connect on other levels. Bloedow commented it was interesting to learn some of the history of the Historical Society building from Bergen. The next retreat will be held in May.

Director's Report

"Appleton Speaks: One Community – One Book" is a joint effort with the Appleton Area School District. The goals are to promote reading and community dialogue using the book *Speak* by author Laurie Halse Anderson. Rortvedt and Wiltzius are the Library's project leaders and updated the board members on this community event.

Wiltzius explained the concept and outlined project elements. The Appleton Speaks project will kick off with a press conference February 3, 2005 at the Library with Mayor Hanna and Dr. Tom Scullen, AASD School Superintendent. During the months of February, March and April, book discussions will take place at the Library, in the high schools, Conkey's bookstore, Barnes and Noble and other community locations.

An extensive advertising campaign includes billboards, yard signs, buttons, t-shirts and website. The Library has 500 copies of the book available for check out as well as Spanish versions, and audio tapes. The program will conclude with a visit from Laurie Halse Anderson. Young Adult Librarian Rortvedt gave a synopsis of the book and stated it dealt with many important issues facing teens and adults including sexual assault. She explained the book was targeted for a young adult audience between the ages of 13-18, but is enjoyable for adults.

"The Ring a Bell, Give a Book" program had their most successful children's book drive ever. The book drive collected more than 400 books and \$800 in cash donations.

The Library Foundation fundraising dinner will take place at Riverview Country Club on Sunday, February 13, 2005 at 5:00 p.m. The theme of the dinner is "I love my library" and will include a silent auction. Dawson encouraged Board members to support the fundraiser and asked for help from the trustees in making follow-up phone calls etc.

Dawson reminded all Board members to send their WLA membership forms to the Library office for submittal and payment.

The Library Legislation Day is Tuesday, February 8, 2005 in Madison. Dawson encouraged interested board members to participate. Eng moved to affirm Library Board support for the WLA Legislative Agenda, Bergman seconded and the motion passed.

Technical Services Supervisor Nitz spoke briefly regarding the materials budget. He explained there was an inflationary increase which will be applied to most budget lines. Staff has debated and articulated needs. Some magazine and newspaper subscriptions will be discontinued due to lack of use. Savings in some areas will be used for an increase in the purchase of books on CD and young adult materials, including about \$1,000 for copies of the new Harry Potter book coming this summer.

Dawson distributed December statistics: annual circulation was down approximately 6,000 from 2003. He noted that in the last several months of 2004, circulation exceeded 2003, and most of the loss had occurred during the months hours were restricted.

Other Business

Dawson announced the January 28 retirement of Business Manager Tim Muench. The board members extended their gratitude, appreciation and congratulations to Tim. They also requested the records show that Tim has done an outstanding job and he will be missed.

The meeting adjourned at 5:10 p.m.