

Appleton Public Library
Board of Trustees Minutes
March 10, 2005

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

Minutes and Bill Registers

President Bloedow called the meeting to order at 4:05 PM. de Young moved and Moua seconded approval of the February 10, 2005 minutes. Motion passed unanimously. Bergman moved and de Young seconded approval of the February 2005 Bill Register; the motion passed unanimously.

In reviewing the financial statements, Bergman inquired about the utility expenses to date and asked if the maintenance staff was proactive in making the building energy efficient. Wieczorek responded yes, and explained at this time ballasts in the west portion of the Library were currently being replaced.

Planning Committee Report: Library Board Retreat

The Planning Committee has set a tentative date for the spring Board Retreat. The date is Thursday, April 28, 2005 from 4:00 p.m. – 8:00 p.m. The location is yet to be determined and will include dinner. Suggested topics of discussion for the retreat included: educational requirements and curricula of librarians, staff morale, staffing issues and volunteers, a library section staff presentation, and different generations of library patrons.

Planning Committee & Finance Committee Report: 2006 Budget Priorities/Discussion

Dawson distributed copies of the 2006 Budget Priorities Report to the Library Board resulting from the meeting on March 1, 2005. The report lists recommendations from Library staff and the APL Board Finance and Planning committees for the City Finance department's consideration. These recommendations are due to the Mayor by Friday, March 11, 2005. Dawson reviewed each item listed on the report. Ducklow commented it was a good list and there were a few items listed which might be looked into sooner rather than later; items which should be considered regardless of budget constraints. Ducklow moved to approve the 2006 Budget Priorities recommendations for consideration by City Finance, seconded by Bergman. Motion passed.

Library Annual Report

Dawson distributed copies of the Library Annual Report 2004. The annual report contains information regarding status, usage, revenues, expenditures, staff and library board. Dawson stated the most important information of the annual report is on pages 8 & 9. The information on these pages let the state know the library is in compliance with state statutes. de Young moved to approve the Library Annual Report 2004 in its entirety and to endorse the system effectiveness statement, seconded by Bergman. Motion passed.

Director's Report

Dawson reviewed recent personnel changes at the Library. Anthony Wieczorek was hired for the position of Business Manager. Tony worked previously in Technical Services at the Library as a cataloger. He retired his cape and title of Captain Cataloger to pursue his life long dream of Library Business Manager. Colleen Rortvedt has been hired for the position of Audiovisual Librarian in Reference, and is currently the Young Adult Librarian. Paula Wright will fill the position of Young Adult Librarian. Paula comes to us from Grand Rapids, Michigan. Pat Horn who has been off of work on leave will return to her position of Clerk in Circulation the end of March. Welcome back, Pat!

The APL Library Foundation Fundraiser dinner was a wonderful success. Dawson reported the fundraiser's profits were \$9,300. Bloedow commended the APL Foundation and Library staff for their efforts on the event.

Dawson distributed February statistics: circulation is up; Sunday March 6, 2005 was the busiest Sunday ever with record attendance of 1,025 and check outs of 3,907 items. An excellent job was done by all staff who worked on Sunday. March is typically one of the busiest months for the library. Usage is up because people are coming to the library for tax forms and information, planning vacations and gardens, and school research papers are underway.

Closed Session

de Young moved to meet in closed session pursuant to Wisconsin statute 19.85(1) to discuss personnel matters, seconded by Bergman. Motion passed unanimously. The Board reconvened into open session at 5:05 PM. de Young moved to approve the Director's 2005 goals seconded by Bergman. Motion passed unanimously.

The meeting adjourned at 5:06 PM.