

Appleton Public Library
Board of Trustees Minutes
April 14, 2005

Present: Bergen, Bergman, Bloedow, Ducklow, Dunlap, Moua,
Excused: Eng
Others present: Attorney Behrens, Dawson, Kelly, Shriver, Ward, Wiczorek, Wright
Xavier High School Students (5)

Public Participation and Communications

Bloedow and Dawson welcomed the 5 Xavier High School students to the Library Board meeting. The gentlemen explained they were observing the meeting for a school government class.

Paula Wright the new Young – Adult Librarian was introduced to the Library Board. Welcome to Paula!

Dawson read 2 thank you letters he received. The first letter was from APL circulation clerk Pat Horn thanking the Library Board for extending her leave of absence. Pat is back to work and doing great! The second letter was from APL Circulation clerk Melody Hanson in appreciation for the Frank P. Young Scholarship award.

The Fox Cities Rotary Multicultural Center Dedication Ceremony and Open House is taking place this evening (4/14/05) at the Multicultural Center. Dawson invited and encouraged all interested Board members to attend.

Minutes and Bill Registers

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

In reviewing the financial statements, Bergman inquired about the janitorial supply expenses to date. Dawson explained the supplies were usually ordered in larger quantities as needed and this was done several times per year rather than on a monthly basis. Wiczorek stated the utilities bill was considerably less for the month due to the unseasonably warm weather and the cooling season has not yet begun. Moua asked about the county reimbursement the library received. Dawson said the reimbursement was paid to OWLS in 2 payments and the reimbursement had increased slightly over last year.

Planning Committee Report: Library Board Retreat

The Planning Committee has set a date for the spring Board Retreat. The date is Thursday, April 28, 2005 from 4:00 p.m. – 8:00 p.m. The location of the retreat is the Outagamie Historical Society Museum and will include dinner. The agenda will cover the following topics as time allows: Generational library use, librarian education, safety and security, and staff morale. A finalized agenda will be set prior to the retreat.

Revised Security Policy

Dawson distributed copies of the revised Security Policy. The policy has been revised in order to toughen up and close some apparent loop holes. One of the changes will authorize the Assistant Director in addition to the Library Director to ban patrons from the library as necessary.

Another change will authorize the Assistant Director and Section Heads in addition to the Library Director to ban patrons from internet use as necessary. The policy previously stated the Director was the only one with authority to ban patrons. The revised policy also includes additional classes of unacceptable public behavior. Bergen moved to approve the revised security policy, seconded by Ducklow. Motion passed.

OWLS Membership Agreement

Dawson distributed copies of the OWLS Membership Agreement. Bloedow asked Dawson to explain OWLS and the relationship of OWLS and the APL to the Xavier students. Dawson explained to the students that by being a member of the Outagamie Waupaca Library System (OWLS), the APL could provide and receive services to and from the other 52 member libraries. Dawson said the membership agreement was an identical standard agreement as the previous agreement. Bergen moved to approve the OWLS Membership Agreement, seconded by Ducklow. Motion passed.

Director's Report

Dawson distributed copies of the Library Annual Report to City Finance. The report is an annual year-end review through December 31, 2004 which is prepared for Finance based on the budget documents performance indicators.

Dawson talked about the important role of volunteers at the Library. Currently the Library has 280 active volunteers. The volunteer applications have been updated to include the task of shelving books. To date 16 new volunteers have been trained to shelve and/or have adopted a shelf. Elizabeth Eisen is contacting, and training the volunteers. Circulation staff will supervise and assign work to the volunteers once they have completed the training.

The Friends of the Appleton Library (FOAL) had their annual Spring Meeting on Tuesday, April 12, 2005. Twenty-seven members attended and elected a new FOAL president, Lori Hull. Lori currently works for the A.A.S.D. We look forward to working with Lori and know she will do a great job!

Dawson distributed March 2005 statistics: compared to March 2004, circulation is up approximately 10%; March 2005 has been the busiest month ever with total item check outs of 120,429. Ducklow inquired what contributed to the increase, and Dawson replied the restoration of hours was a major contributing factor and we are lucky to have the items patrons want to check out! The "One Community, One Book" program is another likely reason circulation is up. We have 500 + copies of the book Speak and checkouts of the book have been very consistent to say the least. Program attendance for the month of March was down. However, we expect a large attendance for the two scheduled Speak presentations with author Laurie Halse Anderson on April 19th and April 20th.

Other Business

Board members thanked the Xavier High School students for attending the Board meeting and asked if the students had any questions. The gentlemen said they did not have any questions but appreciated being allowed to observe the meeting.

The meeting adjourned at 5:07 PM.