

Appleton Public Library
Board of Trustees Minutes
August 10, 2005

Present: Bergman, Bloedow, Defferding, de Young, Ducklow, Moua
Excused: Bergen, Dunlap
Others present: Dawson, Kelly, Lenz, Shriver, City Attorney Totzke, Ward, Wieczorek

Minutes and Bill Registers

President Bloedow called the meeting to order at 12:04 p.m. Bergman moved and Ducklow seconded approval of the June 9, 2005 minutes. Motion passed. Ducklow moved and Defferding seconded approval of the June 2005 and July 2005 Bill Registers; the motion passed unanimously.

In reviewing the financial statements, Defferding inquired about the "Rental of City Property" revenue. Dawson explained this was the rent received from OWLS.

Nominating Committee

Dawson asked that the Nominating Committee meet prior to the September 8, 2005 Board meeting to nominate new officers for 2006.

Personnel Committee Report: Director's Mid-Year Performance Review

Moua reported that she and Defferding met with Dawson to review his mid-year goals. Moua stated Dawson is doing a great job working to accomplish his 2005 performance goals. Dawson thanked the Committee and Board for the opportunity to meet with them and to discuss his performance.

Director's Report

Dawson updated the Board Trustees on the 2006 Budget status. He stated the Governor's budget veto will limit the City's levy limits by an amount yet to be determined. Additional CIP items were submitted to the City Finance Department prior to the July 9, 2005 deadline. Dawson said he had submitted these items without full Board approval. Although they had been reviewed in the Board Finance Committee, they had not been brought forward at the June Board meeting as there were no 2006 budget issues involved. Dawson said that the items could be retracted or revised if the Board decided they did not want to approve what had been submitted.

Additional CIP items are:

- (1) Replace/Upgrade the Air Conditioning Unit - 2007
- (2) Meeting Room Wall Replacement - 2007
- (3) Lighting Upgrade - 2007
- (4) Replace the Ceiling Tiles - 2009
- (5) Branch Library 2008 – 2010
- (6) Radio Frequency ID System (RFID) Conversion – 2009 – 2010.

Defferding moved to approve the July 9, 2005 submittal of the additional CIP items to City Finance, seconded by Moua. Motion passed.

Dawson presented the revised Human Resource's Goal and Development Policy. de Young moved to approve the changes to the policy, seconded by Bergman. Motion passed.

Dawson informed the Board trustees that the Library Community Services Supervisor position is vacant. Further discussion of the vacancy was deferred to closed session.

June 2005 and July 2005 statistics were reviewed. June was the busiest month on record. The day after the Fourth of July holiday was the busiest day on record. Circulation checked in over 10,000 items Tuesday July 6, 2005. Adult circulation is up approximately 10% and children's circulation is continuing to rise. There was a slight drop in enrollment for the Summer Library Program. This could be due to the fact the Library did not promote the program at the schools as they had in past years.

Other Business

Bloedow asked the Trustees to start thinking about dates to hold a Fall Board Retreat. The retreat should be scheduled for sometime in November after the Common Council has adopted the 2006 City Budget.

Dawson distributed Volunteer forms to the Board members for completion and signatures.

Dawson mentioned Alderperson Thompson's proposed revision of the Appleton Smoking Ban Order to the Common Council. Dawson has discussed the effect the order has had regarding the increase of smokers and smoking on the Library's property with Alderperson Thompson.

Congratulations were extended to Sue Moua on the recent birth of her new daughter and belated birthday wishes to Will Bloedow.

Closed Session

Defferding moved to meet in closed session pursuant to Wisconsin statute 19.85(1)(c) to discuss personnel matters seconded by Bergman. Roll call was taken and the motion passed unanimously at 1:17 PM.

The Board reconvened into open session at 1:32 PM. de Young moved approval of a temporary 5% pay increase for the Acting Community Services Supervisor position, seconded by Bergman. Motion passed unanimously.

Ducklow moved to adjourn, seconded by Defferding. The meeting adjourned at 1:33 p.m.