

Appleton Public Library  
**Board of Trustees Minutes**  
September 8, 2005

**Present:** Bergen, Bergman, Bloedow, Defferding, de Young, Ducklow, Dunlap, Moua  
**Others present:** Attorney Behrens, Dawson, Kelly, Lenz, Ward, Wieczorek, Hurley Wilbourne

**Minutes and Bill Registers**

President Bloedow called the meeting to order at 4:03 p.m. Ducklow moved and de Young seconded approval of the August 10, 2005 minutes. Motion passed. Defferding moved and Dunlap seconded approval of the August 2005 Bill Registers; the motion passed unanimously.

In reviewing the financial statements, discussion about the increase in utility costs ensued. Staff and Board expressed concern about future utility bills. Dawson stated the Library should be fine with regard to utility costs through the remainder of 2005, though it might be necessary to transfer some materials dollars to utilities. The Library is heated using natural gas boilers.

Bergman inquired about the repairs to building costs. Wieczorek explained the funds were designated to pay quarterly bills for service contracts for electrical work and plumbing supplies etc. He explained the Library was having work done on converting some lighting as the ballasts burn out rather than as a large scale "all at once" project.

**Nominating Committee**

Ducklow reported on the slate of 2006 officers nominated. The nominees are:

President	Will Bloedow
Vice President	Karen de Young
Secretary	Peter Ducklow

Defferding moved approval of the 2006 slate of nominated officers for the Appleton Public Library Board of Trustees, seconded by Bergman. Motion passed.

**OWLS Board Report and System Migration**

Dawson and Kelly spoke about the new OWLSnet system migration. APL and OWLS have been with the same integrated library system vendor for check-ins and check outs, on-line catalog, acquisitions, etc. since 1981. Unfortunately the software has not progressed with the changes which have occurred over time. The new software company is Innovative Interfaces, Inc. Training has begun, parameters are being set and we are gradually easing into the new system. There is a test data base of about 300,000 items. The system allows for many new capabilities. The official "Go Live" day is set for Presidents' Day 2006.

### **Director's Report**

Dawson informed the Board he had met with Mayor Hanna regarding his concerns with the 2006 Budget. At this time, there is nothing new to report regarding the 2006 Budget status.

Human Resources proposes some changes and revisions regarding the verbiage of the Workplace Violence Policy. de Young moved to approve the revisions of the Workplace Violence Policy, seconded by Ducklow. Motion passed.

Dawson reviewed 2005-6 Foundation grants. \$27,000 has been allocated for various projects, including new social studies media materials and picture books with CDs for the Children's section, a program in November in conjunction with the Multi-Cultural Center "When Race Becomes Real" and a program and visit by astronaut Harrison Schmidt in 2006.

Kelly reviewed an LSTA grant application submitted for \$5,213 to digitize historical books that have become too brittle to handle by the public. This will allow for increased public access to the materials without further damaging the books.

August 2005 statistics show circulation was up and holds continuing to grow faster than circulation. Pulling hold items is labor intensive for staff and is one of the reasons there is a need for additional self-check machines. Children's programming attendance is up though registration in the Summer Library Program was down. The day after the Labor Day holiday was the second busiest day on record. Circulation checked in over 9,600 returned items Tuesday, September 6, 2005.

Dawson reported that we are holding off on decisions regarding filling the Community Services position pending staffing decisions in the 2006 Budget process.

### **Other Business**

The Frank P. Young Scholarship Committee will begin the scholarship award process in October.

Kelly updated the board members on the new WiFi wireless Internet access available for patrons at the library. The Library is now a "hot spot" for wireless Internet. Information sheets on how to connect to the system are available at the Information and Reference desks. The Library's Internet Use Policy still applies for wireless users.

de Young moved to adjourn, seconded by Defferding. The meeting adjourned at 5:07 p.m.