

Appleton Public Library  
**Board of Trustees Minutes**  
9:00 AM December 12, 2006  
Library Lower Level Meeting Room A & C

1. **Call to Order**

President deYoung called the meeting to order at 9:05 a.m.

**Roll Call**

**Members Present:** Bergen, Bergman, Bloedow, Brooker, de Young, Ducklow, Dunlap, Moua,

**Members Excused:** Wilbourne

**Others present:** Assistant City Attorney Behrens, DeJardin, Kelly, Kenney, Lenz, Shriver, Ward, Wiczorek

2. **Approval of Minutes**

Ducklow moved and Bloedow seconded approval of the October 30 2006 meeting minutes. Motion passed. (8-0)

3. **Action Items**

a. **Approval of Bill Register - October 2006 and November 2006**

Bloedow moved to approve the October 2006 and November 2006 Bill Register, seconded by Bergman; motion passed. (8-0)

b. **2007 Budget Final**

Dawson explained the 2007 Budget had been modified by the Council since the last Board of Trustees meeting to include an additional \$2,400 for nonbenefited Circulation staff salary and fringe benefits. Ducklow moved to approve the 2007 Budget (Final), Bergman seconded. The motion passed. (8-0)

c. **Library Pay Plan – revised**

The new Library Pay Plan, as adopted by the Common Council, stipulates that all employees hired prior to January 1, 2007 will be grandfathered under the current pay plan until termination of their employment or if they are either reclassified or hired for a different position with a new pay grade. Any employee hired or reclassified as of January 1, 2007 will come under the new pay plan. Brooker moved to approve the 2007 Library Pay Plan revisions, seconded by Bloedow. The motion passed. (8-0)

d. **2007 OWLS Resource Library Agreement**

Dawson summarized the 2007 OWLS Resource Library Agreement as approved by the OWLS Board. The agreement is more about mutually agreed services than actual dollars received from OWLS. Dawson noted that included in the

agreement is the change to Open WorldCat, a different model of interlibrary loan. Board members requested a demonstration of the new software at a future meeting. Bloedow moved to approve the 2007 OWLS Resource Library Agreement, seconded by Brooker. The motion passed. (8-0)

**e. Report of the Frank P. Young Scholarship Committee – Scholarship Award Recipient**

Moua reported the Scholarship Committee met prior to the Board meeting this morning to review and select a recipient for the F. P. Young Scholarship award. She said there were three applicants who were all very strong candidates. The candidate selected has strong connections to the Fox River Valley and Lawrence University.

Moua moved to approve the Scholarship Committees recommendation to grant the 2007 Frank P. Young Scholarship Award in the amount of \$550 to Angela Vanden Elzen, seconded by Bergman. The motion passed. (8-0)

**f. Report of the Personnel Committee – Director’s Performance Review**

This action item was moved to the end of the meeting in order to meet in closed session.

**4. Information Items**

**a. Director’s Report**

**i. Changes to Bill Register and Financial Report**

Wieczorek has been working to create a more efficient bill register and report. The format has been changed and is clearer and easier to read. 2007 registers and financial reports will be presented in the new format.

**ii. Project Promise / Community Read**

Bloedow, Kenney, Shriver & Dawson are on the committee which grew out of the Community Health Action Team (CHAT). The committee has become involved with promoting the Community Read for 2007. The project is really moving forward with participation of libraries in Neenah, Menasha, Kimberly, Little Chute and Kaukauna. 400 invitations are being mailed out this week for the kick-off breakfast at the Radisson Paper Valley Hotel on January 18, 2007 at 7:30 a.m. Andrew Oppmann of the Post Crescent will be the master of ceremonies and local poet laureate Ellen Kort will read a short excerpt from the book *Nickel and Dimed*.

**iii. Ring in the Season “Bring A Book – Ring A Bell”**

The FOAL 8th annual children’s holiday book drive began on November 6, 2006 and will conclude on December 15, 2006. About 300 books have been received and we are anticipating many more to come in before the end of the week. Monetary donations have also been received.

**iv. Foundation Fundraiser**

The letter campaign is underway and to date approximately \$2,350 has been received. More donations are expected in the next two weeks as people are looking for end of year tax deductions.

The “I Love My Library” Dinner will take place during the evening of Sunday, February 11, 2007 at Riverview Country Club. The corporate invitations are being sent out this week and all other invitations will be mailed out the first week in January. Silent auction items are needed and if anyone has a connection to someone who may be willing to donate an item, please ask them to do so.

**v. Policies**

The Library’s Internet Use Policy and Unattended Children Policy have been revised and will be presented to trustees at the January Board meeting. Also in January the following City policies will be presented: Bloodborne Pathogen Policy, Respirator Policy and Travel Policy.

**vi. Facilities Management Agreement**

Dean Gazza is still working on getting his staff together in the new Facilities Management department. In reviewing the revisions to the agreement between Facilities Management and Library Maintenance, Gazza said he did not see any problems or have concerns. The Library staff and Facilities Management staff are looking forward to working together to create a “win - win” for each department. Wieczorek and Dawson will continue to work with Gazza to bring a formal agreement to the Board.

**vii. Statistics**

October OWLSnet circulation was up by approximately 14,000 items from October 2005. November 2006 holds have increased by 50% from November 2005, despite the fact that we reduced the maximum number of items people can have on hold. This is largely due to the user friendly new on-line catalog InfoSoup. Patrons are very happy with it, using it for significantly more reserves and increasing the circulation staff’s workload.

**5. Closed Session**

Bloedow moved to meet in closed session at 9:58 a.m. pursuant to Wisconsin statute 19.85(1)(c) to discuss personnel matters, seconded by Brooker. Roll call was taken and the motion passed. (8-0) The Board reconvened into open session at 10:20 a.m. Bloedow moved to approve the Library Director’s 2006 End of Year Performance Review, seconded by Bergen. Motion passed. (8-0)

**6. Adjournment**

Bloedow moved to adjourn, seconded by Brooker. The meeting adjourned at 10:22 a.m.