

**Appleton Public Library  
Board of Trustees Minutes**

4:00 PM March 13, 2007  
Library Board Room

**I. Call to order**

President de Young called the meeting to order at 4:03 p.m.

**II. Roll call**

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

**Excused:** Bergman

**Others Present:** City Attorney Behrens, Dawson, DeJardin, Kelly, Shriver, Wiczorek, Wright

**III. Approval of minutes from last meeting**

Brooker moved and Bloedow seconded approval of the February 13, 2007 meeting minutes. The motion passed. (7-0)

**IV. Appearances, Public Participation & Communications**

None.

**V. Action Items**

**a) Approval of Bill Register**

Brooker had questions regarding the December 2006 bill register, and why some lines were over expended. Dawson pointed out that the overall budget was under expended by \$2900. He said the training and travel line was artificially depressed due to Dawson's term as WLA President in 2005 when all of his travel expenses were covered at WLA's expense. Also the per diem rates and reimbursement for mileage requests play a factor. The lighting project in 2006 is the reason for the Building and Repair over expenditures as well as the Utilities savings.

Ducklow moved to approve December 2006 (final) Final and February 2007 Bill Register; seconded by Brooker. The motion passed. (7-0)

The February 2007 Bill Register is in a new format developed by Business Manager Wiczorek.

**b) State of Wisconsin Annual Report**

Dawson explained it is a statutory requirement for the library to file an Annual Report to the Dept. of Public Instruction. Kelly gathers the information and prepares the report.

Bloedow moved to approve the 2006 State of Wisconsin Annual Report; seconded by Dunlap. The motion passed. (7-0)

**c) Statement of System Effectiveness**

The state requires each public library board of trustees to provide a "Statement of Effectiveness" about the library system as part of the Annual Report.

Brooker moved to approve the Statement of System Effectiveness; seconded by Bloedow. The motion passed. (7-0)

**d) Teen Library Board Rep**

Bergen moved to approve inviting a Teen Representative in a non-voting status to join the Library Board; seconded by Brooker. The motion passed. (7-0)

Dawson proposed that the board invite a teen representative to participate on the Library Board via a recommendation by Wright and Dawson to participate in a non-voting capacity. deYoung had a few reservations about possible turn-over and Brooker stated he liked the idea of inviting a teen to join the trustees. Wright and Dawson will draft a document regarding the role and responsibilities of a teen Library Board representative and bring a recommendation to the Board for the appointment.

**e) Carol Gee Memorial Donations**

Bloedow moved to approve accepting the Charles Peterson painting from Pat Rouse in memory of Carol Gee and to express appreciation to the Gee family; seconded by Brooker. The motion passed. (7-0)

Carol Gee, a former library employee passed away recently. Pat Rouse, who was a good friend of Carol, would like to donate a Charles Peterson painting to the children's section in her memory.

The family of Carol Gee also asked friends to donate to the library in Carol's memory in lieu of flowers. However, at this time the family is undecided as to how they would like the library to use the money (memorial fund or scholarship fund). The checks are being held until the family decides.

**f) Staff out of state Travel**

Brooker moved to approve out of state travel for two library employees; seconded by Bloedow. The motion passed. (7-0)

A library employee (Lenz) will be attending III Users Group Conference in San Jose, CA, and another employee (Beck) will be attending the ALA Conference in Washington, D.C.

## **VI. Information Items**

### **a) Library Staff Presentation**

Carol DeJardin the Children's Section supervisor made a presentation about the Children's Services of the library. She shared the mission statement for the Section with the trustees.

#### *Children's Services Mission Statement*

*"To enrich the lives of children and help them develop a love of learning. Children's Services provides access to quality children's materials and makes information and cultural opportunities available to children and people involved in children's lives."*

Carol explained the Children's Services staff works with children and their parents, guardians, caregivers, grandparents, siblings, as well as other agencies. The staff develops the collections of books, media and other materials housed in Children's Services. They provide programs such as story time, music, kindergarten readiness, puppet shows, crafts, games, and the Summer Reading Program. The staff does outreach programs with area schools and daycares.

deYoung expressed her appreciation for all of the wonderful services the Children's Services staff provides. Moua added her appreciation for offering culturally diverse programs. Bloedow and Dunlap commented on their grandchildren's love for reading and attribute it to being exposed to the library and its programs at an early age.

### **b) Director's Report**

#### **i. Employee Assistance Policy**

Dawson informed the trustees of changes made to the Employee Assistance Policy. The changes proposed are technical classifications. A draft copy of the policy was available for trustees who wished to review it.

#### **ii. Project Promise Status**

Nickel & Dimed has circulated over 2000 times. As of today only 2 copies remain on the shelf available for check out. The Poverty Simulation will take place on Thursday, March 15, 2007 at the Library from 6:00 p.m. – 8:30 p.m. Over 40 people are signed up to participate. The author will visit and speak at the Library on April 17, 2007.

#### **iii. Patron Pick-Up of Holds**

Patron pick-up of holds has been implemented in Circulation this week. Volunteers have been helping patrons with the new system. Even though it has only been two days with the new system, Lenz stated there has been positive feedback. Lenz noted that patrons must check out the hold item with the same library card the item was placed on hold with. She also said the holds are coded to protect patron privacy.

**iv. Long Range Planning Process**

Dawson updated trustees on the Long Range Planning goals. He said benefited staff participated in a ½ day planning retreat on February 19, 2007. The retreat consisted of small and large group discussion exercises. The results of the retreat are still be compiled. The Board's Planning Committee members are Ducklow (chair), Bergman and Moua. Dawson has invited a foundation board member to join the planning group, Rick Krumwiede of OWLS, a FOAL member(s), Pat Boldt (community representative). deYoung, Dawson and Kelly will also participate on the committee. All Board trustees are invited to participate. The first meeting will be on Tuesday, March 27, 2006 at 4:00 p.m. in the Library Board Room. Dawson anticipates having 3 meetings with a draft plan by May 2007.

**v. Statistics**

Circulation is up approximately 23% over 2006. It has been a year since the system has been upgraded with III. Info Soup is extremely user friendly and has increased holds etc. Ducklow requested to know the percentages of the changes and asked to have the number incorporated to the statistics if possible. Kelly stated she still did not have an answer to deYoung's question about why web hits have been down. She is still looking into it.

**VII. Other Business**

There has been no word on a new trustee appointment to the Library Board.

Bloedow reminded trustees of the Nicolet Trustee Workshops coming up. He suggested all interested trustees participate.

Dawson announced the Library's Volunteer of the Year. Trustee Bloedow has been awarded the Library's Volunteer of the Year 2006 for all of his work as a Library Board trustee, and for his work with Project Promise. Congratulations to Will!

**VIII. Adjournment**

Brooker moved to adjourn the meeting at 5:15 p.m.; seconded by Dunlap. (7-0)