

**Appleton Public Library  
Board of Trustees Minutes**

4:00 PM April 10, 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, Bergman, Bloedow, Brooker, de Young, Ducklow, Moua

**Excused:** Dunlap

**Others Present:** City Attorney Behrens, DeJardin, Director of Facilities Management Gazza, Kelly, Lenz, Shriver, Ward, Wieczorek, Wright

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

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

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

deYoung and Bloedow received letters from Robert Keenan regarding the Library's collection of periodicals and newspapers. Mr. Keenan believes the Library's subscriptions to these periodicals could easily be reduced by 50%. He is also unhappy about the newspapers being stored on wooden sticks. In his opinion this makes for difficult reading of the newspapers and other libraries do not place their newspapers on sticks. deYoung would like Kelly and staff to look into the number of periodicals the library has and how other libraries in the area display their newspapers.

Kelly read a thank you note from Joyce Nigl. Ms. Nigl wanted to thank the library for the craft books in our collection which she was able to check out. She learned how to make hats from sweaters. She had great success selling her craft items to earn extra money for Christmas. She is now looking forward to checking out books on how to run a successful small business!

**V. Action Items**

**a) Approval of Bill Register**

Ducklow moved to approve the March 2007 Bill Register; seconded by Brooker. The motion passed. (7-0)

Moua asked about the \$6,000 budget in the Reference Equipment line and what the money is generally used for. Kelly explained the money is budgeted for service contracts on the micro reader - printer equipment.

**b) Carol Gee Memorial Donations**

Brooker moved to accept \$2900 in donations in memory of Carol Gee to purchase materials for the Children's Services section of the library: seconded by Ducklow. Motion passed. (7 -0)

The family of Carol Gee has decided they would like the memorial donations to be used to purchase children's library materials.

**c) Spring Board Retreat**

Bloedow moved to schedule the Spring APL trustees retreat on June 5, 2007 from 4:00 p.m. – 6:30 p.m.; seconded by Moua. The motion passed. (7-0)

**d) Chiller Bid**

Brooker moved to approve the staff's recommendation to award the chiller contract to Energy Control and Design for an amount not to exceed \$10,745, seconded by Bergman. The motion passed. (7-0)

Director of Facilities Management and Construction Gazza gave a summary of the options regarding the repair of the library's chiller unit. He stated the current Chiller is the original equipment installed in 1981. It has exceeded its life expectancy, is no longer reliable or energy efficient and has become costly to maintain. The first option would be to replace the Chiller with compact chillers, replace the cooling tower and fans. The second option would be to have the Chiller tested and based on the testing and engineers recommendations, replace only the cooling tower. Gazza said the lead time for the project is 3+ months.

Bergen asked what was budgeted for the project and Gazza replied it is a 2007 CIP with a budget of \$12,000. Bergman asked if energy rebates apply to this project and Gazza said he has been in contact with WE energies regarding the possibility of applicable rebate programs.

**e) Electronic Communications Policy**

Ducklow moved to approve the City Electronic Communications Policy; seconded by Moua. The motion passed. (7-0)

Kelly pointed out the key paragraph of the City Electronic Communications Policy on page 1 of the policy. The paragraph states:

*For purposes of Library administered systems and networks, Library Administration and Network Services serve the review and approval functions of Human Resources and Technology Services as listed below. Library rules and procedures are subject to review and approval by Human Resources, technology services and the City Attorney.*

**f) Staff out of state Travel**

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

There are requests from DeJardin, Jepson and Nitz to attend the ALA Conference in Washington D. C.

## **VI. Information Items**

### **a) Planning Committee Update**

Ducklow reported on the Long Range Planning Committee meeting. The committee's goal is to update the library's long range plan (2007 – 2010). This will be accomplished by reviewing the 2006 Patron Surveys, statistics, previous building studies, and staff recommendations. The next meetings are scheduled for April 24<sup>th</sup> and May 14<sup>th</sup>. All trustees are invited to participate.

### **b) Library Staff Presentation**

Meg Shriver the Reference & Information Services supervisor made a presentation about the Reference Services of the library. She shared the mission statement for the Section with the trustees.

#### *Reference & Information Services Mission Statement*

*“In order that people have information they want and need, Reference Services provides library users with answers to questions, instruction in the use of collections, guidance in evaluating information resources, and organization and preservation of local information for present and future.”*

Meg explained the Reference Services staff primary job is customer service. They answer questions via telephone, e-mail, and in-person. They staff both the 1<sup>st</sup>. floor information desk and the 2<sup>nd</sup> floor reference desk. The staff develops the collections of nonfiction and reference books, media, and young adult materials. They provide young adult programs, adult programs, summer reading programs, basic computer classes, and – as part of a statewide consortium – online chat reference service twice per week for two hours each. They develop booklists, guides and brochures, provide Library tours and instruction, provide inter-library loan services, and maintain and administrate the Library website. The staff also serves as the general information phone number for the city.

The Reference section works on digitization to preserve historic documents and photos which are too old and brittle to be handled by the public. They have created a local obituary index through the Post Crescent. To date they have indexed approximately 48,500 entries. The obituaries date back to 1852 to the present. Volunteers have helped very much with this project.

**c) Assistant Director's Report**

**i. National Library Week Activities**

National Library Week activities at the Library include story times and Poet-Tree contest in Children Services, computer classes, YA Goth sock puppets and an Anime marathon and Cosplay contest. There will be a proclamation of National Library Week read at the City Council Meeting on Wednesday evening (4/19/2007) and Barbara Ehrenreich author of *Nickel & Dimed* will visit and give a public presentation on Tuesday April 17, 2007. Busy week with lots of activities for everyone.

**ii. OWLS Trustee Workshop**

Trustee workshop offered by the Nicolet Library System at the Railroad Museum on Saturday April 21<sup>st</sup>. Bloedow will be attending. If anyone is interested in going they can ride with him.

**iii. Lead Policy**

The Lead Policy was reviewed. The Library is not affected by this policy.

**iv. Teen Summer Library Program**

Wright presented the fine token prize which will be part of the Teen Summer Library Program. This prize will be offered as a prize choice for the Children's Summer Reading Program and the Teen Summer Reading Program. It will have a value of .50 which can be used to pay fines. The token will not be redeemable for cash and is non-transferable. It is an incentive for kids to take responsibility for over due fines who do not have the means to pay. There will be a limited amount (\$500) of tokens available for prizes. Trustees thought this was a great idea.

**v. Statistics – March 2007**

Kelly has added two new columns to the Statistics Report. One column has the change in percentage for the month and the other has the percentage change for the year-to-date. Kelly noted the 40% growth in the number of holds for APL patrons.

**VII. Other Business**

The Friends of Appleton Library annual meeting is tonight at 6:30 p.m. Bloedow will be recognized as Volunteer of the Year and presented award. Entertainment will be provided by students from the Renaissance School of the Arts and refreshments will be served.

**VIII. Adjournment**

Brooker moved to adjourn the meeting at 5:03 p.m.; seconded by Dunlap. (7-0)