

**Appleton Public Library
Board of Trustees Minutes**

4:00 PM May 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, Brown, de Young, Ducklow, Moua

Excused: Dunlap

Others Present: City Attorney Behrens, DeJardin, Director of Facilities Management Gazza, Kelly, Lenz, Shriver, Ward, Wiczorek, Wright, Matt Blume

III. Approval of minutes from last meeting

Bloedow moved and Ducklow seconded approval of the April 10, 2007 meeting minutes. The motion passed. (7-0)

IV. Appearances, Public Participation & Communications

Matt Blume a student from Xavier High School attended to observe the board meeting for a government class assignment.

Thomas Brown, the new Council appointment to the Library Board of Trustees was introduced and welcomed to the group.

Dawson presented a mixed media drawing and letter which he received from Francesco Martin. Martin is a poet and street artist living in Italy. Martin sent an unusual drawing interpretation of Edna Ferber.

V. Action Items

a) Approval of Bill Register

Ducklow moved to approve the April 2007 Bill Register; seconded by Bergman. The motion passed. (7-0) Bergman asked about the costs of natural gas and utilities. Wiczorek stated the library budgets the amount City Finance recommends for utilities.

b) Board meeting times

Ducklow moved to change the time the Board of Trustees meets from 4:00 p.m. to 4:30 p.m. on the second Tuesday of each month; seconded by Bloedow. Motion passed. (7-0) Brown expressed appreciation to the trustees for their willingness to change the time of the board meetings.

c) Act 420 reimbursement

Dawson distributed a copy of a letter all system member directors received from Rick Krumwiede, regarding OWLS position on Act 420. The letter was sent to. Act 420 allows libraries to bill adjacent counties for serving residents of those counties who live outside of communities that support local libraries. Dawson and Krumwiede met with Mayor Hanna about the implications of Act 420 and the Mayor agreed it is not a good idea to bill adjacent counties, because

- The law doesn't fully address intersystem equity issues; it only provides reimbursement for one subset of the traffic across county or system borders.
- It could have a significant negative impact on many OWLS libraries.
- Billing adjacent counties is likely to alienate neighboring jurisdictions.
- Intersystem agreements already exist that do a better job of addressing the full range of service equity issues between systems.

deYoung expressed her concern that Act 420 is very difficult to understand and if implemented would cause an accounting nightmare. Ducklow moved to approve the Library staff & OWLS Board recommendation to reject implementing Act 420; seconded by Bloedow. Motion passed. (7-0)

d) 2008 CIP request

Bergen moved to approve the Library 2008-2011 CIP Budget request, seconded by Bloedow. The motion passed. (7-0)

Dawson stated he received instructions from City Finance for the 2008 Budget process. Dawson, Wiczorek and Kelly met with Facilities Management Director Gazza to review and discuss the 2008 CIP requests. Dawson distributed the following list of CIP requests:

Long Range Capital Improvement Requests 2008		
2008	Building study to look at options for library needs including expansion, branches, relocation	\$50,000
2008	Shelving	\$25,000
	Meeting room wall replacement	\$35,000
2009	Compact shelving	\$80,000
2009	Building Design	\$50,000
2010	Building Architecture	\$250,000
2010	RFID phase 1	\$300,000
2011	Branch construction	\$3,000,000
2011	RFID phase 2	\$250,000

VI. Information Items

a) Planning Committee Update

Ducklow reported on the April 24 Planning meeting. The committee's goal is to update the library's long range plan (2008-10). The next meeting is scheduled for May 14. Ducklow said committee members are conducting interviews with community leaders regarding the Library and its role in the community. Results of those interviews will be discussed at the next meeting. deYoung commented that the committee members are very enthused about the interviews and the new Long Range Plan.

b) Spring Board Retreat

The Spring APL trustees retreat is scheduled for June 5, 2007 from 4:00 p.m. – 6:30 p.m. Agenda items may include discussion of the Nicolet Trustee Workshop, review draft of the 2008 – 2010 APL Long Range Plan, and APL staff training and travel.

c) Trustee workshop

Bloedow and Ducklow attended the Trustee workshop offered by the Nicolet Library System at the Railroad Museum on Saturday April 21, 2007. They will report about the workshop at the Spring Board Retreat on June 5, 2007. Bloedow quoted the "Library is the town square in spite of technology."

d) Library Staff Presentation – Tony Wieczorek

Tony Wieczorek gave a PowerPoint presentation about the Library's Maintenance staff and his role as Business Manager. Facts about the building:

- open more than 3,400 hours a year
- over 86,000 square feet of floor space
- visited by 1,500 people a day on average
- 11 restrooms, an atrium, meeting rooms, offices, a paying tenant and more

Wieczorek supervises three full-time maintenance staff and six part-time cleaning staff. Their primary responsibilities are to oversee building upkeep, maintain cleanliness, perform custodial duties, minor repairs and painting and collaborate with the City Facilities Management department. They also set up meeting rooms for public meetings and library programs. In 2006 there were over 2,000 meetings at the Library.

As the Business Manager, Wieczorek is responsible for Library building oversight, such as vendor contracts not covered by Facilities Management, security and security cameras, coordinate work of custodial staff with other library sections, and acts as the liaison between the Library and Facilities Management. He also oversees all of the finances and record keeping for the library, Library Foundation and FOAL. He monitors expenditures, tracks revenues, pays bills, assists in audit preparations and assists in the annual budget construction.

His other duties include chairing the Library Safety committee. He is the Library representative on the City's Central Safety Committee. He serves as a liaison to the City Finance Department, Police Department and Neighborhood Watch.

e) Director's Report

i. Magazine subscriptions & newspaper sticks

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. Kelly had researched comparable libraries and found our periodical collection to be comparably sized. Some libraries use newspaper sticks and others do not, but larger more urban libraries are more likely to use sticks. Staff will continue to review alternatives, as the sticks are labor intensive and some people do not like them.

ii. Staff training & travel budget

The budget for APL staff training and travel is considerably lower than previous budgets. In comparison with other city departments, the Library's training budget is considerably lower. Wieczorek distributed a graph detailing this. Dawson would like the 2008 Budget request to reflect more training and travel funds for staff.

iii. Wisconsin Association of Public Libraries conference

Dawson reported the WAPL conference in Eau Claire, May 9-11 was an excellent conference. Several staff attended and brought back useful ideas for technology and programs. Dawson blogged the conference activities daily, and the blog can be accessed on the WLA website.

iv. Interpreter Policy

Dawson is continuing to review the Interpreter Policy with Human Resources and will bring it back to a future meeting.

v. Statistics – April 2007

The Library continues to be very busy. Circulation is up 13% compared to last year at this time. Holds are up 42%. Patron pick-up of holds seems to be working out well. Bergen asked how many items are placed on hold and never picked up. Lenz replied 50-100 items per day are placed on holds and not picked up. Although holds are rapidly increasing the number of unpicked up items is not.

VII. Other business

Trustees would like to sponsor a picnic for APL staff and their families to show their appreciation and support to the staff for all of their hard work. It was suggested this should be on the June meeting agenda as an action item.

The Friends of the Appleton Library (FOAL) used book sale is on Friday, May 11, 2007 and Saturday, May 12, 2007.

VIII. Adjournment

Bergman moved to adjourn the meeting at 5:42 p.m.; seconded by Bergen. (7-0)