

**Appleton Public Library
Board of Trustees Minutes**

4:30 PM July 10, 2007
Library Board Room

I. Call to order

Vice-President Ducklow called the meeting to order at 4:32 p.m.

II. Roll call

Present: Bergman, Bloedow, Brown, Ducklow, Dunlap

Excused: Bergen, deYoung, Moua

Others Present: City Attorney Behrens, DeJardin, Kelly, Kopetsky, Lenz, Nelson, Shriver, Ward, Wieczorek, Wilson

III. Approval of minutes from last meeting

Bloedow moved and Ducklow seconded approval of the June 12, 2007 meeting minutes. The motion passed. (5-0)

IV. Appearances, Public Participation & Communications

Dawson distributed copies of emails he has received from patrons commenting on the Library's 2008-2010 Long Range Plan. Dawson also distributed copies of a letter from the staff Long Range Plan task force thanking him for taking the time to discuss the task forces ideas and concerns as well as implementing changes.

New Assistant Circulation Supervisor Brian Kopetsky and new Children's Librarian Kristie Wilson were introduced to and welcomed by the trustees.

V. Action Items

a) Approval of Bill Register

Brown moved to approve the June 2007 Bill Register; seconded by Bergman. The motion passed. (5-0)

Bergman inquired about the Maintenance Supplies & Services budget line and the low y-t-d expenditures. Dawson explained the janitorial supplies are usually ordered in large quantities several times through out the year.

b) Ad hoc Library picnic committee

Bloedow moved to postpone the planning of a Staff Appreciation Picnic until January 2008; seconded by Brown. Motion passed. (5-0)

The ad hoc Picnic Committee concluded it was getting too late into the summer to plan for a picnic. Bloedow suggested the picnic be an agenda item at the November trustee's retreat or January 2008 board meeting.

c) August Board Meeting

Bloedow moved to cancel the August 14, 2007 APL Board of Trustees meeting unless there is special need to discuss critical issues, seconded by Bergman.

Motion passed. (5-0)

d) NEWfasa the lion – gift to the Library

Bloedow moved to accept the gift of NEWfasa the Lion to the Library from Kathi Seifert, seconded by Dunlap. The motion passed. (5-0)

e) Library Director mid-year performance review

Personnel Committee Chair Bloedow said he had met with Dawson on 7/9/2007 to conduct his mid-year performance review. This action item was deferred until the end of the meeting for closed session.

f) Finance Committee Report

i. Budget Policy

Bergman moved to approve the proposed City Finance Budget policy; seconded by Bloedow. Motion passed. (5-0)

Dawson stated the Budget Policy has been a work in progress for over a year. Director Maertz has been working to incorporate revisions and clarifications to the policy with regard to the library and the process of carry-over of funds etc. Thank you to Director Maertz for her work on this policy.

The policy will be presented to the Finance Committee and then to Council for Approval.

ii. 2008 Budget Request

Bergman reported on the Finance Committee's meeting regarding the 2008 Budget request. The status quo budget was due to City Finance on July 6, 2007 however the Library was granted a variance on the due date. The status quo budget will be submitted on July 11, 2007 after the trustees vote at the board meeting.

Bergman summarized the components of the 2008 budget request. He said the request consists of several components: status quo operating budget, capital improvement project (CIP) requests, supplemental requests and 5% in cuts.

2008 CIP request includes:

Building Study - \$50 K (2008)

Meeting Room Wall Replacement - \$35K (2008)

Media Shelving - \$40K (2008)

Compact Shelving - \$80K (2009)

RFID - \$543K (2010-2011)

2008 Operating Budget includes status quo + 1.78% increase:

- Materials - \$500k
- Training - \$14.9k
- Printing - \$5.3k
- Equipment (reader printer, microcomputers) - \$51.6k

Bergman commented the Materials budget has remained flat for the last few years. We need to purchase materials to keep upgrade our collection. He also increased training money was being requested to meet staff training needs in an increasingly technological field. He noted that the Library ranks among the bottom three City Departments when it comes to funds allocated for training staff.

Last year the Library skipped the rotation schedule of replacing a reader-printer. This year we need to replace a reader-printer. Additional self-check out machines have been purchased this year and will not be purchased next year. Currently there are 5 self-check machines in the library.

2008 Supplemental requests:

- STAFF** – circ staff, monitors, and a half-time Children’s Librarian (outreach)

Dawson said there are two options for increasing the circulation staff; A) 2 half-time page clerks; B) 40 hours per week shelver(s) (6108).

Ideally monitors hours would be increased to summer evening hours and 2 additional hours per day during the school year.

Children’s staff has not been increased in 14 years. Community could really use a librarian in the outreach capacity for maintaining relationships with outside agencies.

2008 Possible cuts, if needed (*5% reduction of the 2007 budget = \$209,519.75)

- Facilities charge reduced to \$34k
- Close at 8 pm year round - \$24k
- Close at 1 pm on Saturday year round - \$23k
- Reduce Materials budget - \$38k
- Reduce services, lay-off staff - \$49k
- Close 1 week in August w/o pay for staff - \$40k

Bergman moved to approve the Library’s proposed 2008 Budget request including supplemental requests and 5% reductions; seconded by Bloedow. Motion passed. (5-0)

VI. Information Items

a) Director's Report

i. AB-433 and library records

Dawson said this bill regarding the release of library records to law enforcement officers has been revised and if passed, will allow libraries to turn over library surveillance tapes to law enforcement without a court order. If the bill is passed, we will need to modify our Library Privacy Policy.

ii. Summer library programs

DeJardin updated the trustees on the number of children registered for the Summer Reading Program. To date there are 2,670 children signed up for the program. She said there are numerous programs and activities taking place this summer for children and their parents/caregivers.

Shriver said the Young Adult and Adult Summer Reading Programs are also in full swing. There are 275+ teens and 292 adults signed up for the program at this time.

iii. Library Secretary compensation level

The Library is asking the City Council's Finance Committee to review their decision to deny a pay grade change for the Library Secretary position. The final recommendation of the City's compensation consultant, the Human Resources Department and Library Administration is that the Secretary position should be placed on the new pay scale adopted last year, with an approximately a½ pay grade increase. Council has referred the item back to the Finance Committee.

iv. Library apparel

Order for items from Eagle Graphics going in on Friday, any one interested in purchasing items should see Maureen for order form and details.

v. Statistics – June 2007

Dawson called Board members attention to the June statistics.

VII. Closed Session

Bloedow moved to meet in closed session at 5:46 p.m. pursuant to Wisconsin statute 19.85(1)(c) to discuss personnel matters seconded by Bergman. Roll call was taken and the motion passed. (5-0) The Board reconvened into open session at 6:01 p.m. Bloedow moved to approve the Library Director's 2007 Mid-Year Performance Review, seconded by Bergman. Motion passed. (5-0)

VIII. Adjournment

Bloedow moved to adjourn the meeting at 6.02 p.m.; seconded by Bergman. (5-0)