

**Appleton Public Library
Board of Trustees Minutes**

4:30 PM November 13, 2007
Library Board Room

I. Call to order

President Bergen called the meeting to order at 4:30 p.m.

II. Roll call

Present: Bergen, Bergman, Bloedow, Brown, Ducklow, Dunlap, Nelson, Willems

Excused: deYoung, Moua

Others Present: City Attorney Behrens, Dawson, DeJardin, Kelly, Kenney, Lenz, Shriver, Ward, Wieczorek

III. Approval of minutes from last meeting

Bergman moved and Ducklow seconded approval of the October 9, 2007 meeting minutes. The motion passed. (7-0)

IV. Appearances, Public Participation & Communications

Dawson read a letter he received from library patron Jennifer Edmondson. Edmondson wrote the letter to the Common Council in which she addressed the importance of the Library in our community and praised the APL staff.

V. Action Items

a) Approval of Bill Register

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

Bergman inquired about the Facilities Management and the unspent balance of \$126,000. Wieczorek said the inter-office billing is about a month behind. Approximately 40 % of the budgeted amount has been spent Y-T-D. Wieczorek said adjustments will be made in the 2008 budget to reflect a more accurate budgeted amount. The amount had originally been calculated on square footage of the Library building; resulting in the original assessment being too high. Wieczorek also noted the Library has the spent the lowest percentage of the budgeted amount when compared with other City departments.

b) Board Planning Retreat

Bloedow moved to approve the date of January 3, 2008 at 4:30 p.m. for the Board Planning Retreat; seconded by Brown. The motion passed. (7-0)

Dawson and Ducklow discussed a tentative retreat agenda. Possible topics for the agenda include; the Library Building Study, fall 2007 Library Survey, Info Soup and the Library Website. Bloedow suggested discussing left over agenda items

from the Spring Board retreat. This will be an evening retreat including dinner. The place is to be determined.

c) OWLS Automated Library Services Agreement

Bergman moved to approve the OWLS Automated Library Services Agreement; seconded by Ducklow. The motion passed. (7-0)

Dawson said the agreement was similar to previous agreements and similar to the agreements of other OWLSnet libraries who participate in the consortium. The agreement helps to maintain consistency and standardization within the system.

VI. Information Items

a) 2007 Budget adjustments

Dawson informed the Board of the following adjustments:

<u>From</u>	<u>To</u>	<u>Amount</u>
Tech Services Supplies 16032.6301	Admin Training 16010.6201	\$950
Tech Services Supplies 16032.6301	Children's Training 16021.6101	\$1,050
Circ Supplies 16023.6301	Circ Training 16023.6201	\$850
Circ supplies 16023.6301	Reference Training 16024.6201	\$400
Tech Services Supplies 16032.6301	Network Serv. Equip. 16033.6327	\$1,500
Tech Services Supplies 16032.6301	Network Serv. Software 16033.6815	\$2,000
Lost & Paid 16032.5035	Library Materials 16032.6315	\$3,500
Vending 16031.5001.3950	Building Repair 16031.6416	\$250
Reader/Printer 16024.5035.3950	Reference Supplies 16024.6301	\$200
Internet Printing 16033.5035.3950	Network Svcs. Supplies 16033.6301	\$1,000
Memorial & Donation 16010.5020	Other Reimbursements 16010.5035	\$2,400
Memorial & Donation 16010.5020	Other Reimbursements 16010.5035	\$2,400

b) Fall Protection Policy

Dawson reported the City's Fall Protection Policy language has been updated. The policy revisions were reported as an informational item as changes were not substantive and did not affect library operations.

c) Director's Report

i. 2008 Budget Status

The adoption of the 2008 Budget by Council is tomorrow evening Wednesday, November 14, 2007. Dawson told the Board that there would be a motion to delay the building study, but that he expected the study would stay in the budget.

ii. Staff Training

On Friday, November 2nd and Friday November 9th mandatory in-house APL staff training occurred. Sessions lasted approximately 4 hours and included training on security, safety and evacuation procedures etc. Sgt. Monroe of the APD spoke regarding the Library/ Police department communication. Sessions were video-recorded for employees unable to attend. The training was mandatory for all non-benefitted and benefitted staff. Dawson said he

thought the training was a success with 72 out of 100 employees in attendance. He thanked Kelly and staff for all of their hard work in preparing and presenting the training. Staff plans to continue the training on an annual basis with revisions to the curriculum. Power point presentations from the training can be viewed on the APL intranet.

iii. Holiday Parade

The Appleton Holiday Parade is Tuesday, November 20, 2007 at 6:20 p.m. The Library's unit will be lining up on the corner of State and Fifth streets at 5:45 p.m. The Library's theme is "Library Cards, the perfect holiday gift for everyone – yesterday – today – and tomorrow." All trustees are invited to join library staff in participating in the parade.

iv. Holiday Brunch

The APL Holiday Brunch will be on Friday, December 14, 2007 at 8:00 a.m. The brunch is sponsored by FOAL. Trustees received invitations in their packets. Dawson asked Board members to respond to Maureen if they could attend.

v. LSTA Meeting

Dawson noted he would be in Madison on November 14 and 15, working with the state's Library Services and Technology Act advisory committee in determining federal grant awards.

vi. Library Survey

The results of the 2007 Library Survey are being compiled. At this time we have some preliminary results but not the detailed analysis and summary. The survey reveals a more positive perception of service provided at the service desks.

d) Monthly Statistics – October 2007

The Library continues to be very busy: circulation is up 10% in October and a total of 8% for the year. Holds and volunteer hours continue to increase.

VII. Other Business

Bloedow thanked APL staff and trustees for allowing him to attend and represent the APL trustees at the WLA Conference. He also thanked APL staff who arranged a study room and TV/VCR for a meeting.

Dawson reminded trustees of the WLA Legislative Day in Madison on January 22, 2008.

Kelly had window clings, post-it notes and stickers available for trustees promoting Wisconsin Library Foundation's statewide campaign for libraries.

VIII. Adjournment

Bergman moved to adjourn the meeting at 5:24 p.m.; seconded by Ducklow. (7-0)

**Appleton Public Library
Board of Trustees Minutes**

10:00 AM November 19, 2007
Library Board Room

IX. Call to order

President Bergen called the meeting to order at 10:00 a.m.

X. Roll call

Present: Bergen, Bergman, Bloedow, Ducklow, Dunlap, Moua, Willems

Excused: Brown, deYoung

Others Present: City Attorney Behrens, Facilities Management Director Gazza, Dawson, Kelly, Ward, Wieczorek,

XI. Action Items

e) Approval of Contract for Library Chiller

Ducklow moved to approve the contract from EGI Mechanical, Inc. to replace the Library Chiller for the amount of \$93,567 plus a contingency amount of \$2,788; seconded by Bergman. The motion passed. (7-0)

After short discussion, the contract was approved.

XII. Other Business

Dawson reported the Library Building Study was approved by Council for the 2008 Budget. Dawson and Gazza both indicated they would work together and hoped to see the study go forward quickly in the new year. The Library Board will be involved and apprised.

XIII. Adjournment

Bloedow moved to adjourn at 10:23 a.m.; seconded by Bergman. (7-0)