

**Appleton Public Library
Board of Trustees Minutes**

4:30 PM January 8, 2008
Library Board Room

I. Call to order

President Bergen called the meeting to order at 4:52 p.m.

II. Roll call

Present: Bergen, Bergman, Ducklow, Moua, Willems

Excused: Bloedow, Brown, deYoung, Dunlap, Nelson

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

III. Approval of minutes from last meeting

Bergman moved and Moua seconded approval of the December 11, 2007 meeting minutes. The motion passed. (5-0)

IV. Appearances, Public Participation & Communications

Board members welcomed Xavier high school students Mark Pontow and Christopher Jumes, who were observing the meeting for a government class assignment.

Dawson received a note and a \$500 donation to FOAL from Paula Chandler in memory of Dr. Bill Chandler.

V. Action Items

a) Approval of Bill Register

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

Dawson noted this was the 1st of 2 December 2007 Bill Registers. The second one will be presented at the next Board meeting and will be the final December 2007 bill register closing out the year.

b) Budget Transfer

<u>From</u>	<u>To</u>	<u>Amount</u>
Memorial & Donation 16010.5020	Library Materials 16032.6315	\$10,198
Lost & Paid 16032.5035	Library Materials 16032.6315	\$6,260

Ducklow moved to approve the Budget Transfer in the amount of \$16,458 from the Memorial and Donation account and Lost and Paid account to Library Materials; seconded by Bergman. The motion passed. (5-0)

Discussion about what materials are replaced ensued. Dawson stated that replacement costs were approximate due to changes in availability of titles or

updated editions. Dawson also said this was the first year recovering delinquent fines with the TRIP system. Since we caught up with a backlog, the amount collected from TRIP this year will be less.

c) Spending Plan for Calumet County funds from OWLS

Bergman moved to approve 2008 spending plan for Calumet County funds from OWLS; seconded by Ducklow. The motion passed. (5-0)

d) Library Technology Plan

A draft of the Library Technology Plan had been presented to Board Members at the retreat on January 3, 2008. Kelly led the task Technology Task Force which is responsible for drafting the plan. After discussion, Ducklow moved to approve the Library Technology Plan; seconded by Willems. The motion passed. (5-0)

e) Policies

As a follow up to the 2007 Long Range Planning and in response to the on-going City customer service goals the APL Customer Service Policy was drafted to clarify the customer service expectations of the Library Board and Library Director for staff. Bergman moved to approve the APL Customer Service Policy; seconded by Moua. The motion passed. (5-0)

Dawson summarized the City of Appleton Attendance Policy and said he had reviewed the policy with supervisors. The policy sets the guidelines for appropriate use of sick leave and defines the disciplinary process for abuse of the leave. Moua moved to approve the City of Appleton Attendance Policy; seconded by Willems. The motion passed. (5-0)

f) WLA Legislative Agenda

On January 22, 2008 Librarians from around the state will be visiting their state legislators to discuss library issues. Dawson presented the WLA Legislative Day Agenda (developed by WLA) to board members for their endorsement. Bergman expressed concern regarding the public library districts. Some discussion took place; Dawson and Kelly re-assured Bergman this agenda item was in concept only and does not endorse particular legislation. Willems moved to approve the WLA Legislative Agenda; seconded by Moua. The motion passed. (5-0)

g) Library Staff Recognition

Bergman moved to hold this action item until another meeting; seconded by Willems. The motion passed. (5-0)

VI. Information Items

a) Director's Report

- i. Fox Cities Reads & Festival of the Book:** A press conference will be held on Tuesday, January 15, 2008 at the Copper Leaf Hotel at 9:00 a.m. announcing the books that have been selected for the Community Read. There are two books this year by author Alice Hoffman; *Blackbird House*

and *Green Angel*. The website www.foxcitiesreads.org will have the schedule of book discussions which will be taking place around the area.

Dawson reviewed the Festival of the Book schedule. He said there will be many authors participating including, Ellen Kort, Alice Hoffman, Charles Baxter, Peter & Connie Roop, Betty Driessen, and Billy Collins to name a few.

ii. Foundation Fundraiser: Kenny updated the Board members on the progress to date on the “I Love My Library” Dinner event. All individual and corporate invitations have been mailed and we have received a couple of corporate table reservations and donations so far. The invitation and reply card for the dinner can also be found on the Library’s website.

iii. Building Study RFP Process: Dawson reported 45 Building Study RFPs have been mailed to firms. To date 4 firms have scheduled tours of the Library and many others have expressed interest. Dawson spoke with a consultant in Connecticut who complimented the Library on the RFP but will decline to bid due to high travel costs.

iv. Hmong Resource Collection and first floor re-arrangements: A decision was made last summer to assemble a Hmong Resource Collection at the APL. Dawson has been working with Nicole Lemke (City of Appleton Intercultural Relations Coordinator) Sue Moua (APL Board trustee) and APL Librarians Colleen Rortvedt and Kristie Wilson on the project. The group will meet on Wednesday, January 16, 2008 to discuss progress on the project.

b) Monthly Statistics – December 2007

December 2007 statistics were not available at this time and will be presented next month.

VII. Adjournment

The meeting adjourned at 5:50 p.m.