

Appleton Public Library  
**Board of Trustees Minutes**  
October 14, 2004

**Present:** Bergen, Bloedow, de Young, Dunlap, Eng, Moua  
**Excused:** Bergman, Chandler, Ducklow  
**Others present:** Attorney Behrens, Dawson, Kelly, Lenz, Shriver, Ward, Wiltzius

President Bloedow called the meeting to order at 4:04 p.m.

**Minutes and Bill Registers**

Eng moved and de Young seconded approval of the September 8, 2004 minutes. Motion passed unanimously. Eng moved and Bergen seconded approval of the September 2004 Bill Registers; the motion passed unanimously. It was noted the equipment account funds, currently underexpended, will be spent by the year's end. Also noted was the membership account balance, currently slightly overexpended. Dawson said that some organizational memberships have increased their membership fees.

**Policy Committee Report**

The committee reported they have reviewed the proposed amended Library Finance Policy, City Finance Policies and Board Bylaws. Finance Director Maertz will recommend amending the Budget Amendment Policy to the Common Council. Bloedow moved to adopt all City policies with the Budget Amendment Policy amended, seconded by Eng. The Motion passed.

**Personnel Committee Report**

The Personnel Committee did not meet prior to the October Board meeting. They will arrange to meet before the next Board meeting in November. Everyone expressed satisfaction with the committee assignments.

**Director's Report**

Dawson announced that Library hours had been restored in the Mayor's 2005 Executive Budget, as well as a 3% cost of living increase for employees. Dawson stated Budget Saturday was on Saturday, October 23, 2004. He reviewed the procedures of Budget Saturday with the Board members and encouraged all who wished to attend to do so. The public hearing for the 2005 Budget will take place on Wednesday, November 3, 2004. Terry and Barb will not be able to attend the public hearing because they will be in Lake Geneva for the WLA Conference. Terry will appoint a staff member to attend.

Dawson updated the Board on the proposed Greenville Library. The people of the Town of Greenville voted to authorize a public library to be built on the same site as the Greenville YMCA. The Greenville committee had recommended a joint library with Appleton, but details of an agreement are pending and will require additional approval by Town and City. Concerns regarding the revenue impact to the Appleton Public Library were expressed and the need to look at projections to insure that the agreement will project expenses for materials, administration etc. in an equitable way. The next steps include a capital fundraising campaign, and building design.

The Fall Board retreat was discussed and a tentative date was set for Friday, December 10, 2004. The retreat will take place immediately following the APL's Holiday Brunch at the Library. Suggested retreat discussion topics were the Greenville Library and learning more about the APL Library Foundation.

Dawson advised the Board that staff needed their decision regarding the 2005 Christmas Holidays and New Year Holidays with regard to closing the Library. Dawson suggested the Library close from December 23–26 and December 31, 2005 and January 1, 2006. This would give employees affected 2 days of comp time to make up for working the additional days normally granted off, but it would allow the Library to remain open instead of being closed for two consecutive four-day weekends. Bergen moved to approve the 2005 Library calendar and schedule, seconded by Eng. Motion passed.

Dawson distributed September statistics.

Eng moved to meet in closed session pursuant to Wisconsin statute 19.85(1) to discuss personnel matters, seconded by Bergen. Motion passed unanimously.

The Board reconvened into open session at 4:53 PM. Bergen moved to grant a leave of absence through December 31, 2004 for a library employee and to provide Director Dawson the authority to grant intermittent leave for the employee if necessary, with the employee's physician's recommendation through December 31, 2004, seconded by Moua. Motion passed unanimously.

The meeting adjourned at 4:55 p.m.