

Appleton Public Library
Board of Trustees Minutes
December 9, 2004

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

President Bloedow called the meeting to order at 4:05 p.m.

Minutes and Bill Registers

Bergman moved and Ducklow seconded approval of the November 11, 2004 minutes. Motion passed unanimously. Bergman moved and Eng seconded approval of the November 2004 Bill Registers; the motion passed unanimously.

In reviewing the financial statements, Dawson stated the Library is on track with the budget for the end of the year. There are still bills to be paid for the WLA Conference. \$37,000 will be spent for books and materials in the next few weeks. Technical Services will purchase some supplies for automation and the self-check machine. They will also purchase a large quantity of theft detection strips for DVDs and CDs, as we are migrating from the locked plastic boxes to using the theft detection equipment. There has been an immediate repair to the building: the entryway bridge underwent some cosmetic cement repair on the underside of the bridge. The cost was \$3,105.

Frank P. Young Scholarship Committee

Dunlap, Ducklow, and Wiltzius met on Monday, December 6, 2004 to discuss the applicants and applications for the scholarship. Dunlap informed the Board members there were ten excellent applicants this year. Upon careful consideration, the committee is happy to recommend a \$500 scholarship to Melody Hanson, who is a library circulation employee. Dunlap moved to approve the Frank P. Young Scholarship award to Melody Hanson, seconded by Eng. Motion passed.

Fall Protection Policy

Dawson presented the Fall Protection Policy to the Board members. He stated the main objective for adopting this policy is to follow good safety practices. He pointed out that this would not only bring us in compliance with the City's policy but with OSHA's guidelines as well. Ducklow moved to adopt and approve the City's Fall Protection policy as written, seconded by Dunlap. Motion passed.

Director's Report

The Library participated in the Appleton Christmas Parade this year. Ellen Peters, who is Reference Librarian had an idea for the float and organized a group of interested staff to take on the project. Dawson thanked staff who participated and reported there was enthusiasm to participate in future parades. Carole DeJardin in the Children's section did an early morning

news broadcast on the same day as the parade, promoting children's services and their programs, the children's book drive, parade, Santa story time after the parade, and the FOAL used book sale. Tim Muench did considerable extra work to prepare the building and Children's area.

Dawson reviewed Foundation grants for the year. The Foundation, including the FOAL Endowment, provides grant funds for materials, technology, programs, marketing and special projects. They provide funds for most of the library's programs, including the upcoming "Appleton Speaks: One Community – One Book." This program, in a joint effort with the Appleton Area School District will promote reading the book *Speak* by author Laurie Halse Anderson. The Library currently has 500 copies of the book as well as audio copies, and Spanish copies and a special website for the program. The idea is to encourage reading the book to facilitate book discussions on all levels in the community. The program will conclude with a presentation from the author, Laurie Halse Anderson. A press conference is set for Thursday, February 3, 2005 at the Library to kick – off the program.

Dawson reminded everyone of the upcoming Library Legislative Day in Madison. Information about the day was included in the board mailings. Dawson encouraged all who are interested to participate in a day visiting legislators at their offices to discuss library issues.

The Board retreat will begin immediately following the FOAL-sponsored Holiday Brunch on Dec. 10, and will take place at the Outagamie Historical Society Museum at 9:15 AM.

Dawson informed the Board that Dr. Chandler has resigned from the Library Board due to health reasons. Dawson has discussed the need for a new appointment with the Mayor. Dr. Chandler will be missed and the Board agreed to send him a card.

Dawson distributed November statistics noting adult circulation was up and children's circulation was down. Staff is continuing to review.

Closed Session

Bergman moved to meet in closed session pursuant to Wisconsin statute 19.85(1) to discuss a leave of absence and a performance review, seconded by Eng. Motion passed unanimously.

The Board reconvened into open session at 5:04 p.m. Bergman moved to extend a leave of absence through March 31, 2005 for a library employee with the employee's physician's recommendation and documentation, seconded by Eng. Motion passed. Ducklow moved to approve the performance review and 2005 pay adjustment as written, seconded by Bergman. Motion passed.

The meeting adjourned at 5:06 p.m.