

**Appleton Public Library
Board of Trustees Minutes**

4:30 PM October 9, 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, deYoung, Ducklow, Moua, Willems

Excused: Dunlap, Nelson

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

III. Approval of minutes from last meeting

Bloedow moved and Bergman seconded approval of the September 11, 2007 meeting minutes. The motion passed. (8-0)

IV. Appearances, Public Participation & Communications

Mary Willems was newly appointed to the Library Board by Mayor Hanna and the Common Council at last Wednesday's Council Meeting. Trustees introduced themselves and welcomed Mary to the Board.

V. Action Items

a) Approval of Bill Register

Ducklow moved to approve the September 2007 Bill Register; seconded by Bloedow. The motion passed. (8-0)

b) FOAL donation & Scholarship Policy change

FOAL has offered to donate \$15,000 to the Scholarship fund. Staff presented a revised Scholarship Policy with the scholarship renamed the "Friends of the Appleton Library / Frank P. Young Scholarship" and FOAL having a representative on the Scholarship Committee. Bloedow moved to approve the FOAL donation and the Scholarship Policy change; seconded by Bergman. The motion passed. (8-0) Board members expressed their appreciation of the Friends of the Appleton Library (FOAL) for their generous donation.

c) 2005 Library Hours Calendar

Ducklow moved to approve the 2008 Library Hours Calendar; seconded by deYoung. The motion passed. (8-0) The Library will not be closed on February 20, 2008 (President's day) but will be closed on Saturday, July 5, 2008.

VI. Information Items

a) Committee Appointments

Bergen reviewed the 2007 – 2008 Board of Trustee Committee appointments.

b) Director's Report

i. Budget Status

The Mayor's 2008 Budget has been printed and released. Dawson distributed Library 2008 Budget pages for review. Dawson said he was pleased the Library Board's status quo request had been substantially included by the Mayor at this time. The supplemental request for additional staff has been denied. The \$40,000 requested for shelving was included at \$25,000. The Building Study for \$50,000 was also included. Budget Saturday is all day on Saturday, October 27, at City Hall. The Public Hearing for the 2008 Budget is on Wednesday, November 7, 2007 and adoption of the 2008 Budget by Council is on Wednesday, November 14, 2007.

ii. Long Range Plan follow-ups

1. Staff Training

One issue addressed in the new Long Range Plan is the need for staff training. On Friday, November 2nd and Friday November 9th mandatory in-house APL staff training will occur. Sessions will run approximately 4 hours and include training on security, safety and evacuation procedures etc. Sessions will be video-recorded for employees unable to attend. The training is for all non-benefitted and benefitted staff.

2. Washington Square

A task force made up of representatives from neighboring businesses including, APL, ADI, AASD, Valley Transit, FCRMCC and Harmony Cafe is working to improve the neighborhood and would like to re-name this area Washington Square. They are brainstorming redesign of the neighborhood and how to change public perceptions of the area.

iii. IRS – AARP meeting room use

AARP volunteers who assist low income people and seniors with free tax preparation have approached Dawson about using the Library's meeting room and Study room on a weekly basis from January 29-April 15 2008. Dawson said he believes this effort warrants an exception to the Meeting Room Policy. He believes this is a good community service consistent with our mission and would like the Library to support it. The trustees agreed.

iv. Library Survey

The Library 2007 is underway. There is an on-line survey on the website and an in-house survey. So far 70 patrons have taken the on-line survey and 30 patrons the in-house survey. Early results show that 85% of patrons are

saying the Library is essential to the quality of life in the community. The survey is much the same as last year's survey, with the addition of self-checkouts, and self pick-up of holds. Complete results will be forthcoming.

c) Monthly Statistics – September 2007

Circulation was up 10% over 2006 in September. 17-20% of checkouts are done on the self-check machines. We are looking at adjusting Children's program counts to ensure compliance with State standards. Bergman asked if there had been any correlations made with regard to funds saved using volunteer hours. Dawson stated that staff had not done so but the new Volunteer Coordinator has been on the job for two weeks; we may be able to develop that information later.

VII. Adjournment

deYoung moved to adjourn the meeting at 5:20 p.m.; seconded by Brown. (8-0)