

**Appleton Public Library  
Board of Trustees Minutes  
4:30 PM MAY 13, 2008  
Meeting Room C**

**I. Call to order**

President Bergen called the meeting to order at 4:34 p.m.

**II. Roll call**

**Present:** Bergen, Bergman, Ducklow, Dunlap, Moua, Nelson, Willems

**Excused:** Bloedow, deYoung, Hill

**Others Present:** Lynn Banker, Geraldine Jay, Lon Ponschock, City Attorney Behrens, Dawson, Kelly, Kenney, Kopetsky, Lenz, Rortvedt Shriver, Ward, Wiczorek

**III. Approval of minutes from last meeting**

Dunlap moved and Bergman seconded approval of the April 8, 2008 meeting minutes. The motion passed. (6-0)

**IV. Appearances, Public Participation & Communications**

Geraldine Jay, Lynn Banker and Lon Ponschock expressed their desire to have cell phone use banned in the Library or restricted to use in the Library atrium.

Dawson informed trustees of the passing of Peter Gilbert's brother. The Gilbert family is in our thoughts and prayers.

Dawson shared a letter he received from former Appleton Alderperson and Library Board trustee Hank Eng. Hank is running for Congress in the State of Colorado and cites his experience as a trustee on the Library Board in his curriculum vitae.

An article in *WALK! Magazine's* spring 2008 issue features board member Bloedow and his passion for walking for his heart and health.

**V. Action Items**

Bergman moved to change the order of the agenda action items, in order that cell phones would be discussed prior to bills and financial reports. Willems seconded. The motion passed. (6-0)

**a) Cell Phones**

The Rules of Conduct Policy and cell phone use in the library were reviewed and discussed at length. General consensus of Board trustees was the problem is a more cell phone user behavior issue than a cell phone issue. Trustees decided that staff should study signage in the library regarding cell phone use, turning off cell phone ringers and not disturbing others. Trustees also asked staff to study areas on the first floor where cell phone use might be allowed or prohibited.

Ducklow moved to hold this item for six months (November 2008); seconded by Moua. The motion passed. (7-0) Trustees agreed to review cell phone use in the library again in six months.

**Comment [mw1]:** Hi Terry, I have notes on all of the comments that were made during the cell phone use discussion. I am not sure how detailed the minutes should be regarding the discussion. Please let me know if you have questions or would like me to go into more detail on the discussion that took place. Thanks!

- b) **Bills and financial reports, April 2008:** Ducklow moved to approve the April 2008 Bill Register; seconded by Bergman. The motion passed. (7-0)
- c) **Board Retreat:** Ducklow moved to have Maureen poll the board trustees via email to set up a date for the spring board retreat, seconded by Willems. The motion passed. (7-0)

**VI. Information Items**

- a) **City Policies - Complaint Procedures:** Changes are administrative language.
- b) **Budget Adjustments:** Funds will be transferred to the Library Training and Travel account and the Library Materials account from the Other Reimbursements account.

<u>From</u>	<u>To</u>	<u>Amount</u>
Other Reimbursements 16010.5035	Training & Travel 16032.6201	\$2,500
Other Reimbursements 16010.5035	Library Materials 16032.6315	\$9,000

- c) **Director's Report**
  - i. **Volunteer Reception:** Wednesday, May 14, 2008 from 4:00 PM – 6:00 PM is the APL Volunteer Appreciation reception in the atrium. Board trustees are invited to attend and join staff in showing our library volunteers how much we appreciate all of their efforts.
  - ii. **Book sale:** Kenney reported on the FOAL Spring Book Sale. The book sale took place on Friday, May 10 and Saturday, May 11. Kenney said the sale was a success and brought in approximately \$3675. He noted that over a three day period which included set-up and take down of the sale, 36 volunteers helped with the book sale.
  - iii. **Facility Study status:** Dawson gave an update on the Facility study. He reminded trustees to submit their criteria for consideration to Gregg Baum. The Building and Equipment Committee meeting scheduled for May 19, has been changed to May 28<sup>th</sup>. The second Town Meeting is also scheduled for May 28, 2008 at 6:30 p.m. in the Library's lower level meeting room.
  - iv. **WAPL:** Dawson reported on the Wisconsin Association of Public Libraries Conference in Stevens Point on May 1 – May 3.
  - v. **Foundation Planning:** Dawson reported the Appleton Library Foundation is working on a new strategic plan. The committee met a few weeks ago to discuss and develop the new plan for 2008-2010. The plan will be presented to the Foundation Board at their May 15 quarterly meeting.
  - vi. **2009 City Budget Request:** 2009 Budget Calendar/timeline has been received from City Hall. CIP's are due to Finance by June 6, Operating Budget is due by July 7. Dawson spoke with John Hoft-March to get an extension of due dates so the board might review and approve the budget requests at June and July board meetings prior to submittal.

**d) Monthly Statistics – April 2008**

The April 2008 statistics were not available at time of the meeting due to problems with the OWLSnet automated system.

**VII. Adjournment**

Dunlap moved to adjourn; seconded by Ducklow; meeting adjourned at 5:32 p.m.