

**Appleton Public Library
Board of Trustees Minutes
4:30 PM JULY 15, 2008**

I. Call to order

President Bergen called the meeting to order at 4:33 PM.

II. Roll call

Present: Bergen, Bloedow, Ducklow, Hill, Moua, Nelson, Willems

Excused: Bergman, Dunlap

Others Present: City Attorney Behrens, Steve Wideman (Post Crescent), Mike Kemmeter (WHBY), Lon Ponschock, Dawson, DeJardin, Kelly, Kenney, Lenz, Shriver, Ward, Wiczorek

III. Introductions

Dawson introduced, and Trustees welcomed, newly appointed Board member Kao Moua.

Change in agenda

Bloedow made a motion to move the action item on the Director's Mid-year Performance Review to the end of the meeting agenda for a possible closed session; seconded by Ducklow. Passed (7-0).

IV. Approval of minutes from last meeting

Ducklow moved, Willems seconded, approval of the June minutes. Passed. (7-0)

V. Appearances, Public Participation & Communications

Lon Ponschock expressed interest in the building study and report. Dawson shared letters from Steve Winters and Cindy Carter.

VI. Action Items

a) Election of Board Secretary

Bloedow volunteered to fill the vacant office of Secretary. Ducklow moved that the Board elect Bloedow; seconded by Bloedow. The motion passed. (7-0)

b) Bill Register

Hill moved to approve the June 2008 Bill Register; seconded by Ducklow. Passed. (7-0)

c) Building & Equipment Committee Report:

Bloedow reported on the facility study recommendations. He said the Committee met with the Consultants on July 10 to review and discuss the final report and recommendations. Dawson distributed copies of the final report and reviewed the executive summary. Short term actions include implementation of Radio frequency identification (RFID) and an automated materials handling system (AMHS); long term actions include the need for a building expansion or new facility. Bloedow and Dawson both said they were pleased with the report and the in-depth work of the consultants. We currently occupy approximately 87,000 sq. ft and need 138,000 sq. ft. Bloedow said Facility Management Director Gazza had stated the recommendations were in line with the City's draft facilities master plan for creating a City Campus which would include the Library, City Hall, Washington Square, and additional parking.

The Committee recommended that an additional 2009 CIP Budget request for \$100,000 for architectural program design be added to the 2009 Budget request. This would be a functional design of spaces and adjacencies. This would also help for future site selection.

Trustees would encourage the public to read the full report. Dawson said a copy was available on the Library's website and a printed copy is available in the Reference section of the Library. Bloedow moved to approve the report of the Building & Equipment Committee and recommendations of the Facility Study final report; seconded by Ducklow. Passed. (7-0)

d) Finance Committee Report

Dawson and Willems reported that the Finance Committee had reviewed and approved the 2009 Budget Request. Dawson noted the status quo budget request does not include changes to staff or wages. A \$2,500 increase in the Training budget is being requested. Bergen said this has been neglected in the past. There is also a \$16,000 increase in the Equipment budget. Wieczorek said this is for maintenance contracts on self-check machines. Dawson said the machines are very costly to repair. Willems reviewed the list of additions and the list of reductions.

Bloedow moved to approve the report of the Finance Committee, the Library 2009 (status quo) budget request and the proposed additions and reduction; seconded by Hill. The motion passed. (7-0) Bloedow moved to approve the addition of a 2009 CIP Request in the amount of \$100,000 for a Library Building architectural program design; seconded by Willems. Passed. (7-0)

d) August Board Meeting

Ducklow moved to cancel the August Board meeting; seconded by Willems. The motion passed. (7-0) The trustees will not meet in August unless business necessitates.

e) FOCOL Service Agreement

Fox Cities Online is a 501(c)(3) with its own board of directors, but operated by APL under a service agreement between the APL Board and the FOCOL Board. Dawson reviewed the FOCOL Service Agreement said the Library's relationship with Fox Cities On-Line is longstanding and strong, providing an excellent consortium for sharing local information through electronic resources. Funding for FOAL comes from dues and from OWLS per the Resource Library Agreement. Barbara Kelly serves as the Executive Director of FOCOL and APL Network Administrator Kurt Riechers provides technology support. Willems moved to approve the FOCOL Service Agreement, seconded by Hill. Passed. (7-0)

VII. Information Items

a) City Policies

Dawson reviewed City policy changes, including Harassment & Discrimination, Affirmative Action, Lockout/Tag-out, Media Relations, Forklift, Trenching & Excavation. The changes are all informational and do not affect library operations or the authority of the Library Board.

b) Summer Library Program

Dawson reported the Summer Library Program is doing very well and has high numbers of participation in the Children, Young Adult and Adult programs. Shriver said there are 225 adults and 326 teens participating and DeJardin said over 3000 children are participating. Bloedow

thanked DeJardin, Shriver and their staffs for all of their hard work with the Summer Reading Program.

c) Statistics – June 2008

Staff discussed June 2008 statistics. Circulation was 131,305 for the month of June. Children's program attendance was over 2000 for 40 programs during June.

VIII. Action Item

Director's Mid-year Performance Review (deferred to the end of the meeting)

Board members agreed not to go into closed session, then reviewed and discussed Dawson's Mid-Year Goals. Willems moved to approve the Library Director's mid-year performance review noting all goals were met; seconded by Ducklow. Some board members suggested that Dawson had exceeded some goals. After discussion of each goal, Willems withdrew her previous motion and moved to approve a revised mid-year performance review; seconded by Ducklow. The motion passed (7-0). Attorney Behrens advised trustees that it would be better practice to meet in closed session when conducting future performance reviews. Trustees agreed and thanked Behrens.

IX. Adjournment

Bloedow moved to adjourn, seconded by Ducklow; the meeting adjourned at 5:48 p.m.