

Appleton Public Library
Board of Trustees Minutes
4:30 PM SEPTEMBER 16, 2008

I. Call to order

President Bergen called the meeting to order at 4:32 PM.

II. Roll call

Present: Bergen, Bergman, Bloedow, Ducklow, Dunlap, Hill, Moua, Nelson,
Truesdale-Witek, Willems

Others Present: City Attorney Behrens, Dawson, Kelly, Kenney, Lenz, Rortvedt, Shriver,
Ward, Wiczorek

III. Introductions

Dawson introduced, and Trustees welcomed, newly appointed Board member Liz Truesdale-Witek.

IV. Approval of minutes from last meeting

Ducklow moved to approve the July 2008 meeting minutes, Willems seconded. Passed. (10-0)

V. Appearances, Public Participation & Communications

Dawson shared a humorous letter received from Kenneth Snipps.

VI. Action Items

a) Bill Register

There was discussion of Facilities charges and Utility bills. Bergman moved to approve the July and August 2008 Bill Register; seconded by Bloedow. Passed. (10-0)

b) Budget Transfer

<u>From</u>	<u>To</u>	<u>Amount</u>
Other Reimbursements 16010.5035	Admin. Personnel 16010.6108	\$6,300
Other Reimbursements 16010.5035	Circulation Personnel 16023.6108	\$14,000
Other Reimbursements 16010.5035	Children's Personnel 16021.6108	\$2,203
Other Reimbursements 16010.5035	Circulation Personnel 16023.6108	\$10,000
Other Reimbursements 16010.5035	Library Materials 16032.6315	\$6,563
Lost and Paid 16032.65035	Library Materials 16032.6315	\$10,000

Hill moved to approve the budget transfers, seconded by Ducklow. The motion passed. (10-0)

c) Nominating Committee Report and Election of Officers

Willems reported the Nominating Committee had met on September 10, 2008 to choose a slate of officers for 2008 -2009. The Committee recommends the following:

Terry Bergen	President
Mary Willems	Vice-President
Will Bloedow	Secretary

Dawson and Bergen will work on 2008-2009 committee assignments prior to the October board meeting.

The Nominating Committee moved to approve the recommendations for the 2008-2009 slate of officers; seconded by Ducklow. Passed. (10-0)

d) Reconsideration of Library Materials

Dawson received a request from a patron to consider withdrawing the travel video "Pilot Guide to Rio de Janeiro" from the collection. The patron felt the video contained offensive scenes of nudity and lewdness. She would like to have the video removed or restricted from the collection.

Dawson recommends the Policy Committee meet to review the current Materials Selection Policy. He would like the Committee to decide if revisions to the existing policy should be made and /or an additional policy should be developed. Currently, he does not feel our policy or procedure adequately addresses situations like this. Dawson commented other libraries in the system have this video in their collections. Dawson and AV Librarian Rortvedt viewed the video in question.

Bloedow moved to have the Policy Committee review the Materials Selection Policy; seconded by Hill. The motion passed. (10-0)

e) Records Retention: Policy, designation of record custodian and notice

Bloedow moved to approve the City Record Retention Policy, designation of record custodian and notice; seconded by Ducklow. The motion passed. (10-0)

Dawson and Kelly have been discussing the Record Retention Policy with City Human Resources. The Library Board adopted the State records retention plan for Library Records. The Legal Custodian of the Records has been designated to Barbara Kelly and the notice will be posted in the Library upon approval from the Board. The City Policy designates the Human Resource Department as the official record keepers of employee records. The Library will no longer keep records of terminated employees.

VII. Information Items

a) City Policies: Salary Administration, Asbestos, Business Dress Code

Dawson reviewed City policy revisions. The revisions are all informational. There are no substantive changes to the policies affecting library operations or the authority of the Library Board.

b) Budget Discussions

There are no updates at this time on the 2009 budget. Dawson, Kelly and Wiczorek have been working with the Finance Department responding to questions and clarifying requests. The Mayor's Executive Budget will be released October 1, 2008, Budget Saturday is October 25, 2008, the Public Hearing is November 5, 2008 and the final Budget Adoption is November 12, 2008.

Dawson, Bergen and Dennis Hultgren met with Mayor Hanna to discuss the architectural program design CIP and the Foundation contributing \$25,000 of the cost of the CIP.

c) Foundation / Foal Study

On September 8 and September 9, Consultant Peter Pearson of the St. Paul Library interviewed key Foundation members, FOAL members and staff regarding a possible Foundation / FOAL merger. Dawson distributed information regarding merging the groups. He is expecting a report from the Consultant sometime within the next week which will determine whether or not to proceed.

d) Director's Report

Kelly reported grants will be received for the "Prime Time Reading" program from the JJ Keller Foundation and a match from the Doug & Carla Salmon Foundation. The Library will receive \$4200 from each Foundation. The Prime Time Reading program promotes families and reading. Library Children's staff works with AASD staff, EvenStart and HeadStart to identify program participants between the ages of 5 and 8. The child's family is invited to attend and each program includes a storyteller, librarian and a scholar. A hot meal is provided.

The 2008 Annual Patron Survey will begin soon. The survey takes about 5 minutes, and can be submitted online or in the library.

Shirley Abrahamson, Chief Justice of the Wisconsin Supreme Court will be speaking at the APL on Monday, October 6, 2008 at 7 - 8:30 pm.

e) Monthly Statistics – July 2008 and August 2008

Circulation dropped for the first time in a long time in August by 1200 items. Children's program attendance is up. 29,354 items were added to the collection and 20,948 items were withdrawn.

VIII. Other Business

Bergman requested learning more about volunteers at the Library and the work of the Volunteer Coordinator.

The Mobile Mexican Consulate will be visiting the City of Appleton October 2-5, 2008 to process Passports and Consular Matriculas for Mexican citizens (by birth or naturalization), using library meeting rooms. Appointments will be held at the Appleton Public Library. The APL staff is working with Nicole Lemke, City of Appleton Intercultural Relations Coordinator to facilitate the visit.

IX. Adjournment

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