

**Appleton Public Library
Board of Trustees Minutes**

4:30 PM OCTOBER 14, 2008

I. Call to order

President Bergen called the meeting to order at 4:30 PM.

II. Roll call

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

Excused: Ducklow, Nelson, Willems

Others Present: City Attorney Behrens, Dawson, De Jardin, Kelly, Kenney, Nitz, Rortvedt, Shriver, Ward, Wiczorek

III. Approval of minutes from last meeting

Dunlap moved to approve the September 2008 meeting minutes, Bergman seconded. Passed. (7-0)

IV. Action Items

a) Bill Register

Bergman moved approval of the September 2008 bills and bill register, seconded by Dunlap.

Moua asked about the technology expenditures. Kelly replied that new public use computers had been purchased. Bergen complimented Wiczorek on the bill register format changes. The motion passed. (7-0)

b) Policy Committee Report: Materials Selection Policy

Dunlap reported the Policy Committee met prior to the Board meeting to discuss revisions to the Materials Selection Policy and the Request for Reconsideration of library Materials form.

Policy revisions included addition of the phrase *materials may be placed in collections according to age appropriateness* and a procedure for handling challenged materials. Dawson distributed copies of the Library Bill of Rights for review. Bergen stated she was happy with the policy revisions and feels it allows the issue to be discussed in public forum.

Dunlap moved to approve the proposed revisions to the Materials Selection Policy; seconded by Moua. Passed. (7-0)

c) Reconsideration of Library Materials

In accordance with the adopted revised policy, the Material Review Committee will meet to review the video in question and make their recommendation to Dawson. Dawson will contact the patron with the recommendation. If the patron is unhappy with the recommendation, Dawson will refer the issue back to the Board. Per the adopted policy the Committee will include: Board Policy Committee member Witek, Technical Services Supervisor Nitz and Media Librarian Rortvedt. The Committee will meet within the next few weeks.

d) 2009 Library Dates Closed

Bergman moved to approve the staff proposal for 2009 Library dates closed; seconded by Bloedow. The motion passed. (7-0)

The Library will observe the following schedule in 2009:

January 1	Closed	New Year's Day
April 12	Closed	Easter Sunday
May 23	Summer hours begin	Open 9-1 Saturday
May 24, 25	Closed	Memorial Day - Sun. & Mon.
June 7, 14, 21, 28	Closed	Sundays
July 3, 4	Closed	Independence Day - Fri. and Sat.
July 5, 12, 19, 26	Closed	Sundays
August 2, 9, 16, 23, 30	Closed	Sundays
September 6	Closed	Sunday
September 7	Closed	Labor Day
September 8	School Year hours begin	Tuesday
November 26	Closed	Thanksgiving Day
December 24, 25	Closed	Christmas Eve & Christmas Day
December 31	Closed	New Year's Eve
January 1, 2010	Closed	New Year's Day

V. **Information Items**

a) **Budget status and process**

The Mayor's 2009 budget was published on October 1st. \$15,000 was cut from Library Materials and \$\$ from the Reader /Printer. These two items were submitted on the Library's Cut List. None of the supplemental items were approved. CIP's included in the 2009 Budget are RFID – 1st year costs (\$107,000) and Program Design - \$75,000.

Budget Saturday is on October 25, the Public Hearing will take place on November 5, and Council will adopt the budget on November 12.

Bergen and Dawson would like to talk with Alderpersons on the Administrative Services Committee to discuss the building program design and answer questions and address concerns they may have.

Library groups advocating for the Library and library services are encouraged to attend the Public Hearing on November 5th. Board trustees will call their alderpersons.

b) **FOAL/Frank P. Young Scholarship**

The scholarship letters have been sent out to the Library Schools, Lawrence University and local libraries encouraging interested students to apply. The scholarship amount award will be \$700. The deadline for applicants is November 30, 2008 at 5:00 p.m. The Scholarship Committee will meet after the deadline to review applications and select a recipient.

c) Foundation / Foal Study

On September 8 and September 9, Consultant Peter Pearson of the Friends of St. Paul Public Library interviewed key Foundation members, FOAL members and staff regarding a possible Foundation / FOAL merger. Pearson recommends taking the merger to the next step based on his conclusions from the interviews. The FOAL board endorsed the consultant's recommendation at their October 14th meeting. The recommendation will be brought to the Foundation Board for approval at the November 20th meeting.

Director's Report

Dawson distributed information about the effectiveness of volunteers at the library. The Volunteer Coordinator position was created a year ago in September and is funded by the Foundation. During the past year, the coordinator has tightened up the record keeping of volunteers, developed job descriptions, and made a concentrated effort to recruit and retain volunteers.

Assistant Library Director Kelly announced her intent to retire from the Library on January 2, 2009. Dawson and Kelly are working with City Human Resources on the hiring process for a replacement. It will be a national search. Board members may be asked to help with the interview process. Children's Librarian Kristie Wilson will be leaving APL on November 6, 2008. Wilson is taking a position as Director of the Shawano Public Library.

Dawson noted changes in the 2008- 2009 Committee assignments as distributed to the Board. Moua will participate on the Planning Committee; Bergen will be on the Nominating Committee.

Kenney reminded Board Trustees of the FOAL used book sale on November 21 & 22. The pre-sale for FOAL members will be held on November 20. He also encouraged trustees to become FOAL members during the FOAL membership drive next week.

Kenney invited trustees and their families to participate with the APL staff in the Holiday Parade on November 25th. The theme is "Christmas Dreams" and the Library's float theme will be "Making dreams come true every day at the Appleton Public Library." Help is needed with decorating the float as well as participation in the parade. Contact Kenney if interested.

Carole DeJardin distributed brochures about the 10th Annual Give a Child a book campaign runs Nov. 3- Dec. 12. DeJardin said 3,000 books were received last year.

d) Monthly Statistics – September 2008

Dawson and Kelly reviewed Sept. 2008 statistics; circulation increased 14% over Sept. 2007.

VI. Other Business

Bloedow asked about having an end of year Board Retreat. This will be included on the November meeting agenda.

Dawson stated that staff is in the process of revising the Budget Policy and would seek Policy Committee review when a draft is completed.

VII. Adjournment

Bloedow moved to adjourn, seconded by Dunlap; the meeting adjourned at 5:34 p.m.