

**Appleton Public Library
Board of Trustees Minutes
December 16, 2008**

I. Call to order

Secretary Bloedow called the meeting to order at 4:30 PM.

II. Roll call

Present: Bergen, Bergman, Bloedow, Ducklow, Hietpas, Hill, Truesdale-Witek, Nelson

Excused: Moua, Willems

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

III. Introductions

Newly appointed Trustee Don Hietpas introduced himself to Board members and staff. Hietpas is also a member of the Appleton Library Foundation Board. Board members welcomed him.

IV. Approval of minutes from last meeting

Hill moved to approve the November 2008 meeting minutes, Board seconded. Passed. (6-0)
Bergman asked if the Library was on target with the money budgeted for the gas and electric for the winter season. Wiczorek answered we should be alright with the utility expenses. Wiczorek also stated changing to the energy efficient lighting has helped to lower the expenses.

V. Action Items

a) Bill Register

Ducklow moved approval of the November 2008 bills and bill register, seconded by Bloedow. The motion passed. (7-0)

b) Budget Transfers

Bergman moved to approve the proposed Budget Transfer; seconded by Hill. Passed. (7-0)

c) Security Gate Purchase

Trustees reviewed the quote from 3M Library Systems for the purchase of a new security gate. The current gate is irreparably broken. It is an older model and parts are unavailable. The quote includes a 3M Detection System Model 3804, 36" Four Corridors, Direct Mount gate including installation, warranty and service for 15 months. The cost is \$17,423.00. The gate will be paid for with remaining money in the Facilities Management budget line.

Bloedow moved to approve the purchase of a new security gate as proposed; seconded by Hill. The motion passed. (7-0)

d) OWLS Resource Library and Membership Agreements

Dawson summarized the OWLS Resource Library and Membership Agreements, noting changes and additions. Ducklow moved to approve both Agreements; seconded by Bloedow. The motion passed

e) Cost of Living Adjustment for Salaries

The Administrative Services Committee rejected Human Resources 2009 COLA recommendation of 3%. The issue will be brought up at Council tomorrow evening and may possibly be referred back to the Committee. Many of the union contracts have not been settled at this time. The main concern regarding the COLA is to have the non-union employees, including library staff, receive the same COLA as the union employees. Dawson asked that the Board authorize an increase in advance of City Council action, in order to ensure that the staff would be able to receive any authorized increases effective Jan. 1. Hieptas moved to approve a 2009 COLA Adjustment for Salaries for library staff in an amount not to exceed 3%, contingent on the Common Council's decision. Hill seconded the motion. The motion passed. (7-0)

f) Scholarship Committee Report

Bloedow reported the Scholarship Committee met to review the scholarship applications. The Scholarship Committee recommended the \$700 Frank P. Young / Friends of the Appleton Library scholarship be awarded to Jennifer Huffman. Ms. Huffman is working on obtaining her MLS degree at UW- Milwaukee and has been a volunteer at the Appleton Public Library. Bloedow moved to approve the committee's recommendation to award the scholarship award of \$700 to Jennifer Huffman, seconded by Bergman. The motion passed. (7-0)

VI. Information Items

a) **City Policies: Uniform Policy** the policy revisions are all informational, with no substantive changes to the policies affecting library operations or the authority of the Board.

b) Director's Report

Trustees are invited to Barbara Kelly's Retirement party on Saturday, January 3, 2009 at the History Museum at the Castle. Please RSVP to Maureen by December 29, 2008. Bloedow thanked Kelly for her years of service to the Appleton Public Library. Her work has been greatly appreciated and she will be missed.

The Holiday Brunch is Friday, December 19th. Board members are encouraged to attend and may RSVP to Maureen.

g) Monthly Statistics – November 2008

Dawson reviewed the November 2008 statistics.

VII. Closed Session

Bergman moved to meet in closed session at 5:30 p.m. pursuant to Wisconsin statute 19.85(1)(c) to discuss personnel matters, seconded by Bloedow. Roll call was taken and the motion passed. (7-0) The Board reconvened into open session at 5:53 p.m. Bloedow moved to approve the Library Director's 2008 Performance Review seconded by Hill. Motion passed. (7-0) Trustees instructed Ducklow to add comments as discussed to Dawson's review document for President Bergen's review.

VIII. Adjournment

The meeting adjourned at 6:04 p.m.