

**Appleton Public Library**  
**Board of Trustees Minutes**  
February 17, 2009

**I. Call to order**

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

**II. Roll call**

**Present:** Bergen, Bergman, Bloedow, Ducklow, Hietpas, Hill, Moua, Willems

**Excused:** Truesdale-Witek

**Others Present:** City Attorney Behrens, Dawson, De Jardin, Kenney, Rortvedt, Ward, Wieczorek

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

Bloedow moved to approve the January 2009 meeting minutes, Ducklow seconded. Passed. (8-0)

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

Bloedow reflected on his experience participating in the 2009 WLA Legislative Day in Madison. He felt it was time well spent with legislators discussing library issues especially the need for high speed internet access. He and others met with Mike Ellis and Penny Bernard Schaber's assistant. Legislative Day information received was included in the trustee packets for review.

**V. Action Items**

**a) Bill Register**

Wieczorek noted a correction to the Facilities Management budget line. The verbal quote for the security gates purchased from 3M ended up being \$500 more than stated. Hill questioned the \$42,000 unspent in Facilities Management budget line. Dawson explained the Library's Facilities charge was based on an estimate reduced from the previous year which would be reduced yet again in 2009. Final 2008 personnel costs are yet to be determined. Hill moved approval of the December 2008 (final) bills and bill register; seconded by Bloedow. The motion passed. (8-0)

Bergman asked about monies budgeted for utility expenses. Wieczorek said the budget is based on 12 month actual utility costs from June to May and that the Finance Department gives an instruction as to the percent of increase added to each utility line for the coming year. Moua asked if Library employees paid for their own parking permits and Dawson replied the Library has a budget for limited parking permits for all benefitted staff. Bergman moved approval of the January 2009 bills and bill register; seconded by Hill. The motion passed. (8-0)

**b) Transfer of Gift of money to the Appleton Library Foundation**

Donations from patrons and a match from the Community Foundation through the Open House for Giving Hearts campaign (December 18, 2008) totaled \$877.13. Bloedow moved to approve the transfer the \$877.13 gift money to the Appleton Library Foundation; seconded by Hietpas. The motion passed. (8-0)

**c) Staff Travel**

Hill moved to approve staff travel for Michael Nitz and Katie Scullion to attend the Innovative Conference in Anaheim CA; Bloedow seconded the motion. The motion passed. (8-0)

**VI. Information Items**

**a) Director's Report**

- i. Fox Cities Reads & Festival of the Book:** The January 22 press conference for Fox Cities Reads and Festival of the Book was a success. Mayor Hanna was present in addition to media

coverage by three TV stations, three radio stations and the newspaper. Fox Cities Reads will feature author Michael Perry in conjunction with Book Festival authors and book discussions, which will take place throughout the Fox Cities including 14 events scheduled at the APL. It is a tremendous collaborative effort. Will & Ruth Bloedow are the Honorary Chairs of the Festival of the Book; Dawson, Kenney and APL Foundation President Dave Willems are members of the Book Festival Board.

- ii. **Foundation & Friends (FOAL):** Board members from the Foundation, Officers and Committee Chairs from FOAL and APL staff will be having a retreat on March 12, 2009 to explore merging the two groups. Jan Quinlan will facilitate the retreat. Kenney reported the ILML fundraiser dinner was successful with 87 guests in attendance.
- iii. **Building Design RFP Process:** The RFP was mailed out to 46 contractors and posted on the APL website; proposals were due back February 16, 2009 at 2:00 p.m. 14 firms responded and the proposals will be reviewed by Bloedow, Dawson, Wieczorek and Gazza on Wednesday, February 18, 2009.
- iv. **Addition to all staff goals:** An was d. Dawson distributed and reviewed an additional goal added to all APL staff goals; he believes these to be a good set of expectations for all staff.

#### b) Assistant Director's Report

- i. **Materials Budget:** Materials Budget Breakdown Comparison was distributed and reviewed. The Materials Budget remains flat for 2009. The collections were reviewed to determine which ones have declined in use and which ones have increased. Adjustments were made accordingly.
- ii. **Hiring Process Update:** Rortvedt reported on several hiring processes at the Library. Barbara Kelly has been hired for the position of FOCOL Executive Director. This is a part-time non-benefitted position approximately 3-4 hours per week. City Council approved the TO change for the full time Network Services Tech Assistant. Brett Jannusch will go from part-time benefited to full time benefited status on 3/2/2009. The Audio Visual Librarian interviews are in progress. Circulation has hired two new Clerk subs.
- iii. **Community Foundation grant & budget transfer:** The Library received a grant from the Community Foundation in the amount of \$5,000 for the Hmong Resource Center. The grant will be used to purchase DVD collection of the cable access show Bridging Hmong America dating back to 1992 to the present and the addition of a display case for the area. The budget transfer was received without comment.
- iv. **Statistics – January 2009:** January 2009 statistics were reviewed. The door count is up 10% and Reference assistance is up.
  1. **State Annual Report:** Rortvedt is preparing the 2008 State Annual Report for the Department of Public Instruction.
  2. **Internet Use:** Internet use continues to increase at the Library. The APL is low in comparison (per population) to other neighboring libraries in its number of public access computers. Currently the APL has 28 computers in the adult area and eight computers in Children's Services. There are a few limited access computers. All of the computers are heavily used and staff is discussing how to increase available computers.

#### VII. Adjournment

Bloedow moved to adjourn; seconded by Moua. The meeting adjourned at 5:00 p.m.