

Appleton Public Library
Board of Trustees Minutes
March 17, 2009

I. Call to order

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

II. Roll call

Present: Bergen, Bloedow, Ducklow, Moua, Truesdale-Witek, Willems

Excused: Bergman, Hietpas, Hill, Nelson

Others Present: City Attorney Behrens, Dawson, De Jardin, Kenney, Nitz, Rortvedt, Sandberg, Thiem, Ward, Wieczorek

III. Approval of minutes from last meeting

Bloedow moved to approve the February 2009 meeting minutes, Ducklow seconded. Passed. (6-0)

IV. Introductions

Carole DeJardin, Children's Services Supervisor introduced new Children's Librarian Ashley Thiem. Ashley is responsible for the birth to 5 year olds programming. Meg Shriver, Reference and Info Services Supervisor introduced Diana Sandberg the new Reference Audio – Visuals Librarian. Diana has worked at the APL as a Young Adult Library Assistant for the past 5 years. Board members welcomed Ashley and congratulated Diana on her new position.

V. Appearances, Public Participation & Communications

Dawson announced that APL Circulation Clerk, Pat Horn was the recipient of the Downtown Rotary Club's Courtesy Award, for her exceptional customer service.

Jennifer Huffman the 2008 – 2009 Frank P. Young / FOAL Scholarship award recipient sent a note of thanks to the Board for awarding her the scholarship.

VI. Action Items

a) Bill Register

Moua asked about the Equipment Repair expenditures of \$14,000. Wieczorek said this expense was for the maintenance contract on the library's self-check machines. Ducklow moved approval of the February 2009) bills and bill register; seconded by Moua. The motion passed. (6-0)

b) Annual Report

Staff presented the 2008 Annual Report to DPI. Rortvedt prepared the report and worked with other staff in making sure the information on the report is accurate. The OWLS Library System verifies the information on the report and is charged with insuring compliance with state library statutes. Dawson thanked Rortvedt and Wieczorek for all of their hard work in preparing the report.

Bloedow moved to approve the 2008 annual State Report and Statement of System Effectiveness; seconded by Ducklow. The motion passed. (6-0)

c) Architectural Consultant – Committee Recommendation

Bloedow reported on the Architectural Consultant selection process. The committee interviewed three firms; Engberg Anderson, RMJM and Short Elliot Hendrickson. The committee selected Engberg Anderson. Engberg Anderson had worked with the APL on the building expansion in 1993. A contract is under negotiation. Bloedow moved to approve the Building Committee's recommendation to award Engberg Anderson the contract for APL Architectural Program Design Study for the amount of \$69,500 and to authorize APL Board President Bergen to sign the contract on behalf of the Library; Willems seconded. The motion passed. (6-0)

d) Staff Travel

The ALA National Conference is being held in Chicago, IL July 9th – 15th. Numerous APL staff would like to attend especially since the conference is within driving distance. The Training and Travel budget has a remaining balance of \$14,377 for 2009. Dawson proposes paying for staff's registration and hotel accommodations with a cap of \$600 per employee. Mileage and meal(s) expenses will not be reimbursed.

Truesdale – Witek moved to approve staff travel for Kathy Beck, Terry Dawson, Carole DeJardin, Melody Hanson, Ellen Jepson, Vicki Lenz, Michael Nitz, Karen Probst, Colleen Rortvedt, Katie Scullion and Ashley Thiem to attend the ALA National Conference in Chicago, IL, July 9 – 15, 2009. Reimbursement is limited to conference registration and lodging and will be capped at \$600 per person; Bloedow seconded the motion. The motion passed. (6-0)

VII. Information Items

a) Director's Report

- i. Friends (FOAL) & Foundation Planning:** Board members from the Foundation, Officers and Committee Chairs from FOAL along with APL staff will be participating in a retreat on March 18, 2009 to explore merging the two groups. Jan Quinlan will facilitate the retreat.
- ii. Budgeting Priorities:** Matrix and budget planning calendar were distributed and reviewed. The budget exercise was requested from the City Finance Department. Supervisory staff participated in the exercise rating essential functions and important but non-essential functions. The 2010 budget instructions can be expected from Finance on May 4. All 2010 budget requests are due to Finance on July 10, 2009. The Library has an extension of the due date because the Library Board does not meet until July 14. The request will be due to Finance on July 15, 2009.
- iii. Michael Perry Concert Tickets:** A limited number (350) of tickets to the Michael Perry and the Longbeds concert are available. The Concert will be in the Kimberly Clark Theater at the PAC on the evening of April 16, 2009 at 7:00 p.m. Dawson asked Board members to contact him or Michael Kenney if they would like complimentary tickets.

b) Assistant Director's Report

- i. Fine Tokens For teen summer library program:** Proposal for fine tokens as a prize for the teen summer library program instead of a trinket. The prize would be a coupon worth 50 cents towards paying a library fine(s) only, not redeemable for cash or transferrable. A limited amount of 200 fine tokens would be issued with an expiration date of October 1, 2009. Board members were supportive.

- ii. Technology Services Changes:** The Appleton Public Library will officially launch a series of mobile services that include a mobile website, text reference service and access to APL's Facebook page. Rortvedt said the new mobile services helps patrons get the information they need regardless of where they are. The mobile page, **m.apl.org**, provides access to information about the library and its services on your cell phone. Questions texted to 920-422-2222 will be answered by library staff ASAP. Standard text messaging rates apply based on the patron's mobile phone service provider. Messages received after hours will be answered the next business day or patrons may also use the library's online chat service, Ask Away, which provides answers 24 hours. Finally, by becoming a fan of APL's Facebook page, patrons will be able to receive updates of events at the library posted to their Facebook account. More information about the new services is on our website at www.apl.org.
- iii. Statistics – February 2009:** Use of the public computers is up 61% from last year. It is a result of the combination of demand and a few added computers. Door count was up 12% and volunteers are up 66% from the previous February.

VIII. Adjournment

Bloedow moved to adjourn; seconded by Truesdale-Witek. The meeting adjourned at 5:23 p.m.