

**Appleton Public Library
Board of Trustees Minutes
July 20, 2010**

I. Call to order

President Witek called the meeting to order at 4:34 PM.

II. Roll call

Present: Bergen, Bergman, Bloedow, Detjen, Hietpas, Miller, Moua, Oswald, Truesdale-Witek
Excused: Peterson
Others Present: City Attorney Behrens, De Jardin, Kenney, Kopetsky, Nitz, Quinlan, Rortvedt, Scullion, Ward, Wiczorek

III. Introductions

Jean Detjen, newly appointed Board Trustee, was introduced and welcomed. Trustees also welcomed Assistant Director Colleen Rortvedt, filling in for Director Terry Dawson while he is on vacation this week.

IV. Approval of minutes from last meeting

Bergman moved to approve the June 15, 2010 meeting minutes, Bloedow seconded. Passed. (8-0)

V. Action Items

a) Bill Register

Bergman moved approval of the June 2010 bills and bill register; seconded by Hietpas. The motion passed. (8-0)

Bergman asked about the charges to Reference Equipment Replacement (16024.63237) and Network Services Equipment Replacement (16033.6327). Wiczorek said the charges were incurred for the new "Jobspot" area and will be reimbursed through an LSTA grant.

b) Budget Transfer

Bergen moved to approve the Budget transfer in the amount of \$28,592; seconded by Moua. The motion passed. (8-0)

<u>From</u>		<u>To</u>		<u>Amount</u>
Other Reimburse.	16010.5035	Net. Svcs. Personnel	16033.6101	\$ 24,000
Other Reimburse.	16010.5035	Admin. Personnel	16010.6108	\$ 4,500
Other Reimburse.	16010.5035	Net Svcs. Equipment Replacement	16033.6327	\$ 92

c) 2011 Budget Request – Finance Committee Report

Bergman reported the Finance Committee met on Friday, July 16, 2010 at 7:00 a.m. to review and discuss the 2011 Budget request. They met for three hours and did a thorough review. Bergman reviewed the 2011 budget request additions and deletions, FOAL / F. P. Young Scholarship and the CIP's with the trustees. Bergman said the staff were asked to come up with \$75,000 in budget cuts for 2011 and given the difficult parameters he felt the staff did a great job preparing the proposed budget. Bergman also noted non-represented city employees (including APL staff) will not be receiving a COLA or performance increase in 2011. Bergman moved to approve the proposed 2011 Budget Requests; seconded by Moua. The motion passed. (7-1/Oswald)

Oswald requested trustees to approve each Budget Request separately. Bergman moved to withdraw his motion to approve the proposed 2011 Budget Requests; seconded by Moua. Motion withdrawn. (8-0)

Oswald asked when the name of the person whose full-time position will be reduced to a half-time position would be revealed. Rortvedt stated that out of courtesy to the employee, the position could be revealed when the Mayor published his budget or sooner if the employee had made a decision about his/her options. Rortvedt added respecting the privacy of the employee is extremely important. A reduction of a full-time staff person to part-time would save \$31,716. Bergman moved to approve the proposed 2011 Budget Deletion for .5 FTE staff in the amount of \$31,716; seconded by Moua. The motion passed. (7- 0, Oswald abstained)

The elimination of the Monitor positions, already in effect will save \$18,952, a reduction in cleaning staff hours will save \$2,150 and a reduction in Circulation non-benefitted staff hours due to the implementation of RFID will save \$3,749. Reduction in utilities will save \$22,000.

Bergman moved to approve the proposed 2011 Budget Deletions in the amount of \$46,851; seconded by Moua. The motion passed. (8-0)

Bergman moved to approve the proposed 2011 Budget in the amount of \$4,400,745; seconded by Bergen. The motion passed. (8-0)

Bergman moved to approve the proposed 2011 FOAL/Frank P. Young Scholarship Budget; seconded by Bloedow. The motion passed. (8-0)

Bergman moved to approve the 2011 Budget CIP request for RFID in the amount of \$408,800; seconded by Oswald. The motion passed. (8-0)

Bergman moved to approve the proposed 2011 Budget CIP request for Facility Site Selection in the amount of \$75,000. The motion passed. (8-0)

Bergman complimented staff on their work preparing the 2011 Budget Request given the difficult parameters.

d) RFID Vendor / Contract

Rortvedt reviewed the memorandum sent to Trustees about the RFID conversion project vendor recommendation. We received nine RFID proposals. The committee reviewed all proposals and interviewed four vendors (ITG, 3M, Tech Logic and Bibliotheca). After the interviews were completed, the team met, analyzed the presentations, and came to a consensus recommendation of 3M. Their demonstration addressed all of the requested components and paid attention to the special concerns we had, particularly in providing solutions to secure media and holds from other libraries. They have a tech support person located in Appleton. 3M has been responsive to all our questions throughout the process.

Staff is working with the City Finance Department and the Attorney's office on contract details. The conversion process of our collection is slated to begin in August. Bloedow moved to approve the staff recommendation to award the contract for the RFID tagging project to 3M, seconded by Hietpas. The motion passed. (8-0)

VI. Information Items

a) **Capital Facilities Committee:** The Capital Facilities Committee met on Thursday, July 15, 2010. Steve Ford and Eric Siebers of Boldt gave a presentation on building "green." The

Committee will meet again on Thursday, July 22, 2010. They have been working on Decision Matrix assignments which will help them to make a final recommendation on whether to remodel the existing library or to build new. Witek commented she has been pleased with the meetings so far and Hietpas said he is pleased Chairperson Martin has been using the previous two building studies as useful information.

b) Long Range Planning Committee: Bloedow reported the Planning Committee met on June 30, 2010 to discuss the new Long Range Plan. Bloedow said the meeting was productive and they will meet again July 28, 2010 to complete the draft. The draft plan will be presented to the trustees at the next board meeting.

c) Assistant Director's Report

- i. City Policies – Drug Free Work Place Act of 1998, Drug Free Work Place Act of 1999 and CFR Part 40, General Safety: Summer Library Programs:** The policies and their changes were reviewed. Language in the policies has been revised. Changes do not affect the authority of the Library Board or library operations.
- ii. Hiring processes – New Volunteer Coordinators and Assistant Supervisor – Circulation:** Rortvedt updated trustees on the recent hiring processes. The following employees have been hired: Colleen Holz Volunteer Coordinator, Cheryl Kraft RFID Volunteer Coordinator and Catie Wylie Assistant Supervisor – Circulation. Rortvedt noted APL was very fortunate to have these great new employees. Holz has experience working with volunteers at CAP Services and currently serves on the APL Friends Board. Kraft is a Reference Librarian at the Neenah Public Library, and Wylie was an APL Library Assistant in Reference.
- iii. Summer Library Programs:** The summer reading programs continue to be very busy. The children's program has 4,344 participants registered, teens have 424 registered and there are 229 adults registered. The teen program has the highest number of participants ever. APL Staff were at the Farmer's Market and read to 96 children. Staff will be reading at two more downtown Appleton Farmer's Markets this summer in addition to all of the fun programs taking place at the Library.
- iv. Statistics – June 2010:** June statistics were reviewed and discussed. APL hit a record in June of 149,448 circulations. Oswald asked if renewals were included in the count and Lenz replied yes. Programming is up (YA, children and adult) and meeting room use is up. Volunteer hours are down, as is Internet station use time (shorter sessions). Volunteer hours should start to increase, now that the new Volunteer Coordinators have been hired and have begun work. The RFID tagging process will involve many volunteers.

VII. Closed Session

Bergen moved to meet in closed session pursuant to Wisconsin statute 19.85(1) to discuss personnel matters, then resume meeting in open session; Moua seconded. Roll call was taken. (8-0) Bloedow moved to reconvene into open session; seconded by Moua. Roll call was taken. (8-0)

The Board resumed meeting in open session at 5:50 p.m. Bergen moved to approve the Library Director's 2010 Mid-Year Review; seconded by Bloedow. The motion passed. (8-0)

VIII. Adjournment

Bloedow moved to adjourn, seconded by Bergman. The meeting adjourned at 6:02 p.m.