

Appleton Public Library  
**Board of Trustees Minutes**  
4:00 PM, June 13, 2006  
Library Board Room

1. **Call to Order**

President Bloedow called the meeting to order at 4:30 p.m.

**Roll Call**

**Members Present:** Bergen, Bergman, Bloedow, Brooker, Ducklow

**Members Excused:** de Young, Dunlap, Moua, Wilbourne

**Others present:** Assistant City Attorney Behrens, Dawson, Kenney, Lenz, Shriver, Ward, Wieczorek

2. **Approval of Minutes**

Brooker moved and Ducklow seconded approval of the May 17, 2006 minutes. Motion passed. (5-0)

3. **Appearances and Communications**

Appearances and Communications occurred before the meeting was formally called to order at 4:30 p.m.

Rick Krumwiede, Director of the Outagamie Waupaca Library System (OWLS) spoke to trustees about library systems and OWLS. Krumwiede explained that OWLS is unique because it is a state-funded joint agency between two counties with its own board of trustees. The relationship between OWLS and the Appleton Public Library is important because APL is a statutory resource library for OWLS.

Krumwiede distributed a handout of Public Library Service Mandates and a map of the other state of Wisconsin Library Systems.

4. **Action Items**

a. **Approval of Bill Register**

Per Brooker's request for details of City of Appleton credit card charges, Wieczorek distributed copies of the revised May 2006 Bill Register and reviewed credit card procedures. Future Bill Registers will include credit card details.

Ducklow moved to approve the May 2006 Bill Register, seconded by Brooker; motion passed. (5-0)

**b. 2006 – 2007 Foundation Grants Budget**

The Foundation has approved the following grants budget for the 2006-07 fiscal year:

Materials	\$22,500
Technology	\$4,000
Programs	\$24,000
PR & Marketing	\$9,000
Special Projects	\$10,000
Facilities Study	\$10,000

Bergman moved to accept the 2006 – 2007 Foundation Grants, seconded by Bergen. Motion passed. (5-0)

Bergen moved to express appreciation for the Appleton Library Foundation’s generosity to help fund a building study, seconded by Bergman. Motion passed. (5-0)

**c. FOAL Support List Authorization**

The Friends of Appleton Library (FOAL) would like to cultivate library support by having a voluntary sign-up list located at the service desks in the library. Trustees thought this would be an excellent idea to get patrons involved in various aspects of library advocacy.

Bergen moved to authorize the FOAL Support List, Ducklow seconded. The motion passed. (5-0)

**d. Finance Committee – 2007 City Budget Request**

In the absence of Finance Committee Chair Wilbourne, Bergman reported on behalf of the committee. He noted that the committee had met earlier that day, reviewed and approved staff proposals for a Status Quo Budget, Capital Improvement Projects, Supplemental Requests, and Cost Savings. The budget timeline will include: 9/15/06 – Mayor’s 2007 Budget recommendation; 10/28/06 – Budget Saturday (Finance Committee Hearings); 11/01/06 – Public Budget Hearing; 11/08/06 – 2007 Budget adoption by Common Council. Details of the Finance Committee’s recommendation were discussed:

**i. Status Quo Budget**

The status quo budget contains an approximately 5% increase for library materials, reflecting inflationary price increases and increased use – the materials budget did not increase in 2006, and increased circulation has meant fewer items available on the shelf and longer waiting times. There is also a 15% increase in utilities as prescribed by the Finance Dept.

Brooker moved to approve the proposed 2007 Status Quo Budget, seconded by Bergen. Motion passed. (5-0)

**ii. Capital Improvement Project Request**

The proposed 2007 Budget Capital Improvement Project Requests are:

1. Replace and Upgrade Library Air Conditioning Unit - \$212,000
2. Building Study - \$25,000
3. Security Camera Upgrade - \$28,500
4. Meeting Room Wall Replacement - \$27,000
5. Radio Frequency Identification (RFID) Conversion - \$543,115
6. Branch Library -\$3,000,000.

Wieczorek has been in contact with City Facilities Manager Gaza regarding the air conditioning unit. Gaza has seen the unit and agrees it is need of replacement. Gaza is also in the process of negotiating a service contract for all City departments with Basset Mechanical. This could have an impact on the cost of replacement.

Brooker moved to approve the proposed 2007 Budget Capital Improvement Project Requests, seconded by Bergen. Motion passed. (5-0)

**iii. Supplemental Requests**

The proposed 2007 Budget Supplemental requests are:

1. Network Services Half-Time Library Assistant -\$17,080
2. Second Floor Fire Alarm Upgrade - \$8,477.

Brooker questioned whether the Second Floor Fire Alarm Upgrade would have any impact on the facilities study request. Dawson and Wieczorek responded that it was unlikely.

Bergman moved to approve the proposed 2007 Budget Supplemental Requests, seconded by Ducklow. Motion passed. (5-0)

**iv. Cost Savings**

Trustees reviewed the proposed Cost Savings/Budget Reductions list. Dawson explained that departments were requested to submit a 5% reduction of the 2006 operating budget for 2007. Five percent of the Library's 2006 operating budget is \$195,673. Brooker recommended changing #10 on the list Management Salary Freeze 1 to #8 ahead of Materials 1 and Materials 2 (#9 and #10). Staff and Finance Committee members accepted this as a friendly amendment, and the revised list is:

1. 2006 savings in reader-printer service contract
2. Eliminate reader-printer purchase

3. Eliminate one self-check machine purchase
4. Reduce maintenance supplies
5. Reduce office & processing supplies
6. Reduce computer replacement budget
7. Not provide parking permits to supervisory & administrative staff
8. Management salary freeze 1 - administrators
9. Reduce library materials budget 1
10. Reduce library materials budget 2
11. Seek Foundation funding for one unbenefited library assistant
12. Reduce library materials budget 3
13. Reduce Children's unbenefited staff in summer
14. Reduce library materials budget 4
15. Management salary freeze 2 - supervisors
16. Close at 8:00 PM year round
17. Replace one full-time clerk with 30 hours/wk part-time unbenefited
18. Close (without pay for all staff) one week in August

Bergman moved to approve the proposed 2007 Budget Cost Savings, seconded by Brooker. Motion passed (5-1, Bergen)

**5. Information Items**

**a. Director's Report**

**i. Community Read 2007**

The votes have been tallied for the Community Read 2007. Of the 5 books recommended as a possible choice: *My Sisters Keeper*, *The Bean Trees*, *Nickel and Dimed*, *A Step from Heaven*, and *The Curious Incident of the Dog in the Night*; ***Nickel and Dimed*** is the winner. Kenney and Shriver will be working to get author Barbara Ehrenreich to do a presentation for the culmination of the Community Read in April 2007.

**ii. Marketing Committee / FAQ**

Dawson presented a draft of Frequently Asked Questions to Trustees for review. Dawson said a Marketing Committee will be forming and he asked for a trustee to participate on the Committee. Brooker and Ducklow volunteered to join the Committee and represent the APL Board.

**iii. Monthly Statistics**

The May 2006 statistics were reviewed.

**6. Adjournment**

Ducklow moved to adjourn, seconded by Bergman. The meeting adjourned at 5:50 p.m.