

Appleton Public Library  
**Board of Trustees Minutes**  
4:00 PM September 12, 2006  
Library Board Room

1. **Call to Order**

President Bloedow called the meeting to order at 4:06 p.m.

**Roll Call**

**Members Present:** Bergen, Bergman, Bloedow, Brooker, de Young, Ducklow, Dunlap, Wilbourne

**Members Excused:** Moua

**Others present:** City of Appleton Human Resources Director Neisen, Assistant City Attorney Behrens, Dawson, Kelly, Kenney, Lenz, Shriver, Ward, Wiczorek

2. **Approval of Minutes**

Brooker moved and Ducklow seconded approval of the July 11, 2006 meeting minutes. Motion passed. (8-0)

3. **Appearances and Communications**

Ducklow thanked the Board of Trustees for their kindness and support when his mother passed away.

4. **Action Items**

a. **Approval of Bill Register**

Bergman moved to approve the July and August 2006 Bill Register, seconded by Bergen; motion passed. (8-0)

b. **2007 City Budget Request – Revisions**

Dawson updated the trustees on the latest developments to the Library's 2007 Budget request. In order to adequately staff the Facilities Management department the Library's maintenance team would be cut three to two full-time staff. deYoung said she believed the Library was not like other city facilities in that it is a public facility which has a higher level of daily public use compared to the other facilities. She also reminded trustees the Library is under separate statutory laws, and the board of trustees is the governing body.

Dawson said the first seven on the library's cut list would be in the Mayor's 2007 budget, totaling approximately \$46,000. Additional cuts may be required to meet the State's levy restraint ordinance. Several Board members expressed concern about the changes to maintenance. Director Neisen said this was an effort to centralize the many vendor contracts that exist with care and equipment in the city owned buildings. There are many city department buildings in need of repair. Many of them are costly repairs and have the same types of equipment which are

contracted with a number of different vendors. There was consensus that a Board member should speak with the Mayor on this issue. Bergman said he would be willing to meet with Mayor Hanna.

**c. Personnel Committee Report – Pay Plan**

Bergen reviewed the Personnel Committee minutes and reported that the Committee had approved the 2007 Library Pay Plan proposed changes. The changes do not have a direct impact on current library staff. The pay grades have been changed from a number format to a letter format. Other changes may include some rates in specific pay grades which could cause an employee to advance in the pay grade more rapidly. Dawson thanked Director Neisen for her time and effort spent developing the new pay plan. Bergen moved to approve the proposed pay plan, seconded by deYoung. The motion passed. (8-0) Bergen also reported that the Personnel Committee had met in closed session to discuss Dawson's mid-year goals. There are no issues at this time and there are many great things happening at the Library this year.

**d. Planning Committee – Retreat Planning**

Ducklow will work on getting together a few possible dates, times and a place for the November Board Retreat by the October Board meeting. He asked that Board members who have suggestions contact him.

**e. Nominating Committee Report – Election of Officers 2006-2007**

deYoung stated the Nominating Committee met prior to the Board meeting today and she presented the following slate of 2006-2007 Library Board Officer nominees: Karen deYoung – President; Peter Ducklow – Vice President; Sue Moua – Secretary. Bergen moved to approve the proposed Library Board officer nominees for 2006 - 2007, seconded by Wilbourne. Motion passed. (8-0)

**5. Information Items**

**a. Library & Council Gathering**

The Library Board & Council Gathering took place on Tuesday, July 18, 2006. In attendance were Alderpersons Brown, Brooker, Kalata, Lange, and Thompson. It was an opportunity for Bloedow, Dawson and Kelly to meet with the Alderpersons, give them a hands-on tour of the library and answer questions.

Everyone felt this was a successful event and would like to do it again in the fall. Brooker and Dawson will discuss additional dates.

**b. Director's Report**

**i. WLA Conference**

The WLA Conference is October 31 – November 3, 2006 at the Kalahari Resort in Wisconsin Dells. Dawson encouraged all interested trustees to attend. He said there would be excellent information presented during the conference pertaining to trustees.

**ii. Policy Revision Status**

Dawson reported the Policy Revision Committee has not met in a while, however, work on policy revisions will continue. To date, the “Rules of Conduct” policy has been revised. Dawson also informed trustees about the policy “Wiki” on-line and encouraged them to take a look at draft policies and submit any suggestions.

**iii. Advocacy Group**

Dawson noted that fifty people have signed up to participate in FOAL’s Library Advocacy mailing list. Dawson also distributed copies of the “Long Overdue” publication to trustees for their review. This is a report on public support for libraries.

**v. Library Foundation**

Bergman has resigned as a Library Foundation Board member. Dawson told trustees Foundation President Johnshoy would like to extend an invitation to an interested Library Board member to consider filling the vacancy. Bergen expressed interest in becoming the Library Board representative on the Foundation Board.

**vi. Foods of All Nations**

Foods of All Nations will take place on Saturday, September 23, 2006. It is sponsored by the Fox Cities Rotary Multicultural Center and is a wonderful opportunity to celebrate diversity in the Fox Cities. Ethnic food, world music, dancing and arts and crafts will also be featured. Dawson and Kelly are both selling tickets to the event. All proceeds benefit the Fox Cities Rotary Multicultural Center.

**vii. Sesquicentennial**

The Mayor has convened a group of people to form a committee for Appleton’s sesquicentennial. Kenney is the Library’s representative on the committee.

**viii. Monthly Statistics – July 2006 and August 2006**

July 2006 and August 2006 Statistics were reviewed and discussed. The Library continues to be very busy. Checkouts in August were up 8%, door count is up 6%. Holds are up 19%. The use of the website and electronic resources continues to grow; the InfoSoup catalog is heavily used.

**6. Presidents final remarks**

Bloedow extended his thanks and appreciation to the Board of Trustees for allowing him to serve as Board President over the last couple of years. Bloedow also thanked the library staff for all of their help during his term. Bloedow stated “I Love My Library!” He also offered his help and assistance to new Board President deYoung.

**7. Adjournment**

Brooker moved to adjourn, seconded by Wilbourne. The meeting adjourned at 5:22 p.m.