



Meeting Minutes
Library Board

Tuesday, November 8, 2022

10:30 AM

City Hall - 100 N. Appleton Street 6th Floor 6 A/B

Library Board Personnel & Policy Committee

1. Call meeting to order

Chairperson Margret Mann called the meeting to order at 10:30am

2. Roll call of membership

Director Ratchman arrived at 11:11am

Others Present: Jay Ratchman, Colleen Rortvedt, Tasha Saecker, Mayor Woodford

Present: 3 - Kellner, Mann and Brozek

Others : 1 - Scheuerman

3. **Action Items**

Closed Session

Mayor Woodford left the meeting at 11:10am

Kellner moved, seconded by Brozek that the Committee meet in Closed Session pursuant to WI statute 19.85(f)(c) to discuss personnel matters. Voice Vote. Motion Carried. (3-0)

Roll Call was taken. The Committee went into Closed Session at 10:31am

Kellner moved, seconded by Brozek the Committee reconvene in Open Session. Voice Vote. Motion Carried. (3-0) Roll Call was taken. The Committee resumed meeting in Open Session at 11:10am

[22-1428](#)

Library Director's End of Year 2022 Performance Review

Brozek moved, seconded by Kellner, that the Library Director's 2022 End of Year Performance Review be recommended for approval. Voice Vote. Motion Carried. (3-0)

[22-1429](#)

City of Appleton Non-Represented (Non-Union) Employee Compensation Study

Attachments: [Baker Tilly Memo Summary.pdf](#)
[HR Comp Memo.pdf](#)
[Salary Admin Policy \(1\).pdf](#)
[Seasonal Policy.pdf](#)

Jay Ratchman left the meeting at 11:30am

Kellner moved, seconded by Brozek, that the City of Appleton Non-Represented (Non-Union) Compensation Study be recommended for approval. Voice Vote. Motion Carried. (3-0)

[22-1433](#)

Updates to Naming Rights Policy and Name Change to Naming Opportunities Policy

Attachments: [Naming Opportunities Policy 11-2022 AMENDED \(Draft\).pdf](#)

Kellner moved, seconded by Brozek, that the Naming Rights and Name Change Policy be amended by replacing all occurrences of the term “naming rights” to “naming opportunities” as well as spelling out the capital campaign to include the full name of "Building Beyond Words" for each mention of it be recommended for approval. Voice Vote. Motion Carried. (3-0)

[22-1434](#)

Financial Policy

Attachments: [Financial Policy \(Draft 11-2022\).pdf](#)

Mann moved, seconded by Brozek, that the Financial Policy be recommended for approval. Voice Vote. Motion Carried. (3-0)

4. Adjournment

Kellner moved, seconded by Brozek that the meeting be Adjourned. Voice Vote. Motion Carried. (3-0)
The meeting was Adjourned at 11:41am