



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes Library Board

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Tuesday, February 27, 2024

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership

**Others Present:** Owen Anderson, Darrin Glad, Tina Krueger, Adriana McCleer, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Kara Sullivan, Maureen Ward

**Present:** 8 - Looker, Kellner, Scheuerman, Mann, Keller, Brozek, Bunnow and Lee

**Excused:** 3 - Nett, Sivasamy and Van Zeeland

4. Approval of minutes from previous meeting

[24-0180](#)

January 16 2024 Meeting Minutes

**Attachments:** [01-16-2024 Library Board Meeting Minutes.pdf](#)

**Kellner moved, seconded by Looker, that the January 16, 2024 Meeting Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 8 - Looker, Kellner, Scheuerman, Mann, Keller, Brozek, Bunnow and Lee

**Absent:** 3 - Nett, Sivasamy and Van Zeeland

5. **Public Participation and Communications**

### **Establish Order of the Day**

**President Mann called for a motion to place Action Items 24-0181, 24-0182, 24-0183, 24-0184, 24-0185, 24-0186, 24-0187 and 24-0188 on a Consent Agenda.**

**Keller moved, seconded by Looker that Action Items 24-0181, 24-0182, 24-0183, 24-0184, 24-0186, 24-0187 and 24-0188 be placed on a Consent Agenda. Voice Vote. Motion Carried. (8-0)**

6. **Action Items**

**Looker moved, seconded by Kellner that the Consent Agenda be approved. Voice Vote. Motion Carried. (8-0)**

[24-0181](#)

Bill Register - December 2023 Final, January 2024

**Attachments:** [December 2023 Bill Register FINAL.pdf](#)  
[APL Financial Cash Flow-December-2023 Final.pdf](#)  
[Jan 24 Bill Register.pdf](#)  
[APL Financial Cash Flow-January 2024.pdf](#)

**This Report Action Item was approved**

[24-0182](#)

February 2024 Budget Amendment

**Attachments:** [Feb 2024 Budget Amendment.pdf](#)

**This Report Action Item was approved**

[24-0183](#)

E-Rate Vendor Approval

**Attachments:** [E-rate Memo Feb 2024.pdf](#)

**This Report Action Item was approved**

[24-0184](#)

Annual Report 2023

**Attachments:** [2023 Annual Report updated - Unsigned.pdf](#)

**This Report Action Item was approved**

[24-0185](#)

2024 Materials Budget

**Attachments:** [BudgetAllocationProposal 2024 BoardView.pdf](#)

**This Report Action Item was approved**

[24-0186](#)

City Policy Updates: Asbestos Policy, Records Retention Polciy

**Attachments:** [Asbestos Policy \(2024 Draft Changes\).pdf](#)  
[Personnel Record Retention Policy \(2\) SB 2024.dg.pdf](#)

**This Report Action Item was approved**

[24-0187](#)

Report of the Personnel &amp; Policy Committee

**Attachments:** [02-07-2024 Personnel & Policy Committee Meeting Minutes.pdf](#)

**This Report Action Item was approved**

[24-0188](#)

Library Director's 2024 Performance Goals as Established

**This Report Action Item was approved**

## 7. Information Items

### A. Administrative Report

[24-0189](#) Building Project Update

**Attachments:** [01.2024 - Appleton Public Library Month-End Report.pdf](#)  
[2024\\_1\\_BuildingProjectUpdate.pdf](#)

[24-0190](#) APL Hiring Process Update

[24-0191](#) 2023 4th Quarter Statistics

**Attachments:** [OCT 2023.pdf](#)  
[NOV 2023.pdf](#)  
[DEC 2023.pdf](#)

[24-0192](#) Friends Grant Funded Program Summaries - 4th Quarter 2023

**Attachments:** [4th Quarter 2023 Friends Grant Funded Program Summaries FINAL.pdf](#)

[24-0231](#) Updates on Legislation Regarding Access to Library Materials

### B. Friends Report

[24-0193](#) Capital Campaign Update

[24-0194](#) Other Friends Activities

### C. President's Report

[24-0195](#) Library Legislative Day Report

[24-0199](#) Trustee Development: Public Health Part 2 "How does a library participate in the health and wellness of their community?"

**Attachments:** [Trustee Development Public Health Part Two 2-27-2024.pdf](#)

**President Margret Mann called the meeting to order at 5:31pm**

**D. Staff Updates**

*Brozek left the meeting at 6:17pm*

[24-0196](#)

Children's Program Updates

**Attachments:**

[Child. Svcs February 2024 Board Meeting.pdf](#)

[Child. Svcs February 2024Written East Asia in Wisconsin Library Program Grant Report.pdf](#)

[24-0197](#)

Community Partnerships Updates

**Closed Session**

**8. Adjournment**

**Kellner moved, seconded by Keller, that the Meeting be adjourned. Voice Vote. Motion Carried. (7-0)**

**The Meeting was Adjourned at 6:24 pm**