



City of Appleton

Appleton Public Library
200 N. Appleton Street
Appleton, WI 54911

Meeting Minutes - Final Library Board

Tuesday, March 17, 2026

5:00 PM

Appleton Public Library, 200 N Appleton Street
Cornerstone Conference Room

1. Call meeting to order

President Bastia Looker called the meeting to order at 5:00 pm

2. Pledge of Allegiance

3. Roll call of membership

Others present: Mike Alberts, Owen Anderson, Nicole Casner, Darrin Glad, Tina Krueger, Peter Kotarba, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Missy Sawicki

Mary Lokensgard arrived at 5:01 pm

Present: 9 - Brozek, Bunnow, Keller, Lokensgard, Looker, Mann, Scheuerman, Smith and Vargas

Excused: 1 - Englebert

4. Approval of minutes from previous meeting

[26-0340](#)

February 24, 2026 Meeting Minutes

Attachments: [02-24-26 Library Board Meeting Minutes FINAL.pdf](#)

Brozek moved, seconded by Scheuerman that the February 24, 2026 Library Board Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)

5. Public Hearing/Appearances

The following spoke regarding item 26-0343 - Request to approve entering into a written agreement with the Friends of Appleton Public Library to direct the Louis A. Reetz Unitrust Distribution of \$55,413.86 plus any residual payments to the Appleton Library Endowment Fund for the continuing benefit of the Appleton Public Library.

John Keller, 1146 E Pacific St

6. Establish Order of the Day

President Looker called for a motion to place Action Items 26-0341, 26-0342, 26-0346, 26-0347 on a Consent Agenda.

Scheuerman moved, seconded by Lokensgard that Action Items 26-0341, 26-0342, 26-0346, 26-0347 be placed on a Consent Agenda. Voice Vote. Motion Carried. (9-0)

7. Action Items

Mann moved, seconded by Smith to approve the Consent Agenda. Voice Vote. Motion Carried. (9-0)

[26-0341](#)

Bill Register - February 2026

Attachments: [Feb 26 Bill Register.pdf](#)
[MTD Feb 26.pdf](#)

This Report Action Item was approved

[26-0342](#)

March 2026 Budget Amendment

Attachments: [Mar 26 Budget Amendment.pdf](#)

This Report Action Item was approved

[26-0343](#)

Request to approve entering into a written agreement with the Friends of Appleton Public Library to Direct the Louis A. Reetz Unitrust Distribution of \$55,413.86, plus any residual payments, to the Appleton Library Endowment Fund for the continuing benefit of the Appleton Public Library

Attachments: [Louis A Reetz Unitrust Memo to Library Board 3-11-2026.pdf](#)

Mann moved, seconded by Vargas that the request to approve entering into a written agreement with the Friends of Appleton Public Library to direct the Louis A. Reetz Unitrust Distribution of \$55,413.86 plus any residual payments to the Appleton Library Endowment Fund for the continuing benefit of the Appleton Public Library be approved. Voice Vote. Motion Carried. (8-0)

John Keller abstained.

[26-0346](#)

Request approval for Community Partnerships position change

Attachments: [Community Partnerships Position Change 2026.pdf](#)

This Report Action Item was approved

[26-0347](#) Request approval to award the Strategic Planning Consultant contract to Fast Forward Libraries that will be funded with Friends of Appleton Public Library grant funds for an amount not to exceed \$29,000

Attachments: [Strategic Planning Consultant Memo March 2026.pdf](#)

This Report Action Item was approved

8. Information Items

A. Administrative Report

[26-0348](#) APL Hiring Process Update

[26-0344](#) CLC 2025 Annual Report

Attachments: [CLC 2025 Annual Report.pdf](#)

[26-0349](#) 2026 Library Annual Report

Attachments: [AnnualReport 03-17-26.pdf](#)

B. President's Report

[26-0350](#) Trustee Training Topic: Citizen's Academy Presentation

Attachments: [APL 101 Citizens Academy Resident Leadership Academy 3-17-2026.pdf](#)

C. Staff Updates

[26-0351](#) Children's Program Updates

Attachments: [Craft Programs Process vs Product Art.pdf](#)

[26-0352](#) Community Partnerships Updates

9. Adjournment

Keller moved, seconded by Mann that the meeting be adjourned. Voice Vote.
Motion Carried. (9-0)
The meeting was adjourned at 5:46 pm