



# City of Appleton

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

## Meeting Minutes Library Board

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Tuesday, October 17, 2023

4:30 PM

Council Chambers, 6th Floor

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### 1. Call meeting to order

President Margret Mann called the meeting to order at 4:31pm

### 2. Pledge of Allegiance

### 3. Roll call of membership

**Others Present:** Owen Anderson, Nicole Casner, Dean Gazza, Darrin Gladd,  
Tina Krueger, Adriana McCleer, Bethany Neuman, Alex Niemi, Colleen  
Rortvedt, Tasha Saecker, Missy Sawicki, Maureen Ward

**Present:** 9 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller, Brozek and  
Bunnow

**Excused:** 2 - Sivasamy and Lee

### 4. Approval of minutes from previous meeting

[23-1211](#)

September 19, 2023 Meeting Minutes

**Attachments:** [9-19-2023 Library Board Meeting Minutes.pdf](#)

Kellner moved, seconded by Scheuerman, that the September 19, 2023  
Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)

### 5. Public Participation & Communication

#### Establish Order of the Day

President Mann called for a motion to place Action Items 23-1212, 23-1213,  
23-1214 and 23-1215 on a Consent Agenda.

Keller moved, seconded by Looker that Action Items 23-1212, 23-1213, 23-1214  
and 23-1215 be placed on a Consent Agenda. Voice Vote. Motion Carried. (9-0)

### 6. Action Items

Scheuerman moved, seconded by Kellner that the Consent Agenda be  
approved. Voice Vote. Motion Carried. (9-0)

[23-1212](#)

Bill Register - September 2023

**Attachments:** [Sept 23 Bill Register.pdf](#)  
[APL Financial Cash Flow YTD-September-2023.pdf](#)  
[Friends Project Summary Report Q1 2023.pdf](#)

**This Report Action Item was approved**

[23-1213](#)

October 2023 Budget Amendment

**Attachments:** [Oct23BudgetAmendment.pdf](#)

**This Report Action Item was approved**

[23-1214](#)

Award the Appleton Public Library's "Appleton Public Library Furniture" Contracts to Systems Furniture for \$184,016.63.

**Attachments:** [2023 Library Furniture \(2nd\).pdf](#)  
[2023 Library Furniture.pdf](#)

**This Report Action Item was approved**

[23-1215](#)

Appleton Public Library Table of Organization Change Request - Library Assistant, Copy Cataloging

**Attachments:** [TO Change - MM LA Acquisitions 2023.pdf](#)

**This Report Action Item was approved**

[23-1216](#)

Intent to Apply - Outagamie County ARPA Workforce Development Grant

**Attachments:** [Grant Intent to Apply form.pdf](#)

Looker moved, seconded by Scheuerman, that the Intent to Apply - Outagamie County ARPA Workforce Development Grant be approved. Voice Vote. Motion Carried. (9-0)

[23-1217](#)

Recommend Approval of Sublease Agreement between Appleton Public Library and the Thompson Center on Lourdes through December 31, 2024 with an Option to Extend, if Necessary, Contingent Upon Library Closure Date Approval, Approval of the Moving Contract, Approval of ARPA Support to Thompson Center on Lourdes, and the Approval of a Sublease Agreement by the Thompson Center on Lourdes.

**Attachments:** [APL-TCOL Sublease Memo 10-16-2023 FINAL.pdf](#)

*President Margret Mann recused herself from discussion of Action Item 23-1217*

**Looker moved, seconded by Kellner, that the Recommendation to Approve the Sublease Agreement between Appleton Public Library and the Thompson Center on Lourdes through December 31, 2024 with an Option to Extend, if Necessary, Contingent upon Library Closure Date Approval, Approval of the Moving Contract Approval of ARPA Support to Thompspn Center on Lourdes, and the Approval of a Sublease Agreement by the Thompson Center on Lourdes be approved. (8-0, 1 - Abstain (Mann))**

**Aye:** 8 - Looker, Kellner, Scheuerman, Nett, Van Zeeland, Keller, Brozek and Bunnow

**Absent:** 2 - Sivasamy and Lee

**Abstained:** 1 - Mann

[23-1218](#)

Request to Award Move to New Temporary Library Location on College Avenue to Boulevard Relocation Services for an Amount of \$177,119.42 with a 5% Contingency, Contingent Upon Approval of Sublease Agreement, Library Closure Dates, and ARPA Fund Allocation to Thompson Center on Lourdes.

**Attachments:** [Move Contract Recommendation Memo 10-16-2023 FINAL.pdf](#)

**Looker moved, seconded by Kellner, that the Request to Award Move to New Temporary Library Location on College Avenue to Boulevard Relocation Services for an Amount of \$177,19.42 with a 5% Contingency, Contingent upon Approval of Sublease Agreement, Library Closure Dates and ARPA Fund Allocation to Thompson Center on Lourdes be approved. Voice Vote. Motion Carried. (9-0)**

**Aye:** 9 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller, Brozek and Bunnow

**Absent:** 2 - Sivasamy and Lee

[23-1219](#)

Recommendation to Temporarily Close the Library to Relocate from 2411 S. Kensington Drive to 3000 E. College Avenue from November 22, 2023 to January 8, 2024, Contingent Upon Approval of Sublease Agreement, Approval of the Moving Contract, and Approval of ARPA Support to Thompson Center on Lourdes.

**Attachments:** [Temporary Closure for Move 10-16-2023 FINAL.pdf](#)

**Scheuerman moved, seconded by Keller, that the Recommendation to Temporarily Close the Library to Relocate from 2411 S. Kensington Drive to 3000 E. College Avenue from November 22, 2023 to January 8, 2024, Contingent upon Approval of Sublease Agreement, Approval of the Moving Contract and Approval of ARPA Support to Thompson Center on Lourdes be approved. Voice Vote. Motion Carried. (9-0)**

**Aye:** 9 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller, Brozek and Bunnow

**Absent:** 2 - Sivasamy and Lee

## 7. Information Items

### A. Administrative Report

[23-1220](#)

Building Project Update

**Attachments:** [09.2023 - Appleton Public Library Month-End Report.pdf](#)

[23-1221](#)

APL Hiring Process Update

[23-1223](#)

Upcoming 2024 Executive Budget Adoption Process Dates:  
10/28/2023 - Finance Committee Review / Budget Saturday  
11/01/2023 - 2024 Executive Budget Public Hearing  
11/02/2023 - 2024 Executive Budget Amendment Proposals due to Finance Director by 12 noon  
11/08/2023 - Adoption of the Proposed 2024 Executive Budget

## 8. Adjournment

**Kellner moved, seconded by Keller that the Meeting be Adjourned. Voice Vote. Motion Carried. (9-0)**

**The Meeting was Adjourned at 5:02pm**