



Meeting Minutes
Library Board

Thursday, February 24, 2022

4:00 PM

City Hall 6 A/B 100 N. Appleton Street

1. Call meeting to order

President Nancy Scheuerman called the meeting to order at 4:03pm

2. Roll call of membership

Others Present: Owen Anderson, Nicole Casner, Ann Cooksey, Darrin Glad, Robert Edwards, Tina Krueger, Adriana McCleer, Dan McGinnis, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Kara Sullivan, Maureen Ward

Margret Mann arrived at 4:30pm

Present: 8 - Looker, Kellner, Exarhos, Scheuerman, Mann, Nett, Van Zeeland and Brozek

Excused: 3 - Hartjes, Sivasamy and Keller

3. Approval of minutes from previous meeting

[22-0138](#)

January 18, 2022 Meeting Minutes

Attachments: [January 18 2022 Board Meeting Minutes.pdf](#)

Exharhos moved, seconded by Keller that the January 18, 2022 Meeting Minutes be approved. Voice Vote. Motion Carried. (7-0)

4. Public Participation & Communications

[22-0139](#)

Volunteer of The Year - Lisa Gardiner

Moved to March 2022 Board Meeting

[22-0140](#)

Scholarship Award Recipient Thank You Note (J. Standiford)

Attachments: [J. Standiford Scholarship Thank You.pdf](#)

Establish Order of the Day

President Scheuerman called for a motion to place Action Items 22-0141, 22-0142, 22-0143, 22-0145, 22-0146 and 22-0147 on a Consent Agenda.

Kellner moved, seconded by Brozek that Action Items 22-0141, 22-0142, 22-0143, 22-0145, 22-0146 and 22-0147 be placed on a Consent Agenda. Voice Vote. Motion Carried. (7-0)

5. Action Items

Exarhos moved, seconded by Brozek, that the Consent Agenda Items be approved. Voice Vote. Motion Carried. (7-0)

[22-0141](#)

Bill Registers - December 2021 FINAL, January 2022

Attachments: [Bill Register-Dec-2021-final.pdf](#)
[EOY Budget-2021.pdf](#)
[Bill Register-Jan-2022.pdf](#)
[Jan 2022 YTD Budget.pdf](#)

This Report Action Item was approved

[22-0142](#)

February 2022 Budget Amendment and Friends Grant Budget through June 2022

Attachments: [Budget Amendment Request-2152022.pdf](#)

This Report Action Item was approved

[22-0143](#)

Wisconsin Public Library 2021 Annual Report

Attachments: [APL 2021 Annual Report Unsigned.pdf](#)

This Report Action Item was approved

[22-0145](#)

Report of the Finance Committee

Attachments: [Finance Committee Meeting Minutes 2-15-2022.pdf](#)
[2022 Library Materials Budget.pdf](#)
[COA Procurement and Contract Management Policy.pdf](#)
[Financial Policy \(Approved 7-20-21\).pdf](#)
[APL Financial Monthly Cash Flow-2021-Final.pdf](#)
[APL Financial Cash Flow-2021-Final \(3 year view\).pdf](#)

This Report Action Item was approved

[22-0146](#)

Report of the Building & Equipment Committee

Attachments: [Building & Equipment Committee Meeting Minutes 2-15-2022.pdf](#)
[Donations of property to nonprofits and city depts February 2022.pdf](#)
[Items of significance for board update.pdf](#)
[Piano Policy \(Approved 12-18-18\).pdf](#)
[Temporary relocation of piano.pdf](#)
[Gifts and Donations Policy \(Approved 8-20-19\).pdf](#)

This Report Action Item was approved

[22-0147](#)

Report of the Personnel & Policy Committee

Attachments: [Personnel & Policy Committee Meeting Minutes 2-16-2022.pdf](#)
[Competency Definitions.pdf](#)
[City of Appleton - Library Director Job Description - current.pdf](#)

This Report Action Item was approved

6. Information Items

A. Administrative Report

[22-0149](#)

State of Wisconsin Neighborhood Investment Fund Grant

[22-0148](#)

Library Building Project Update

Attachments: [Building Project Update February 2022.pdf](#)
[MovingBookmark.pdf](#)

[22-0150](#)

OWLS Updates:
- OWLS Move
- Governor's Commendation

Attachments: [OWLS GovProclamation2021.pdf](#)

[22-0151](#) Library Legislative Day Agenda and Resources

Attachments: [LLD_Agenda_2-8-2022.pdf](#)
[LLD_wisconsin-libraries-by-the-numbers.pdf](#)
[LLD_libraries-step-up.pdf](#)
[LLD_state-aid-overview.pdf](#)
[LLD_help-with-job-search.pdf](#)

[22-0153](#) APL Hiring Processes

[22-0154](#) Statistics - EOY 2021 (October, November, December)

Attachments: [OCT 2021.pdf](#)
[NOV 2021.pdf](#)
[DEC 2021.pdf](#)

[22-0155](#) 4th Quarter 2021 Friends Grant Funded Program Summaries

Attachments: [Friends Grant Funded Program Summaries 4th Quarter 2021-FINAL.pdf](#)

B. President's Report

[22-0156](#) Trustee Development - Summary of Survey Results

Attachments: [TRUSTEE QUESTIONNAIRE RESULTS SUMMARY.pdf](#)

[22-0157](#) Upcoming Board Committee Meetings

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C. Friends of Appleton Public Library Report

[22-0152](#) Trustee / Friends Training

D. Staff Updates

[22-0159](#)

Childrens' Program Updates

Attachments: [Childrens Services February APM.pdf](#)

[22-0160](#)

Community Partnerships Updates

[22-0163](#)

Temporary Library Overview / Discussion

Attachments: [APL Building Project FAQ \(1\).pdf](#)
[APL Moving Information.pdf](#)

Closed Session

7. Adjournment

Meeting adjourned at 5:30pm

Exarhos moved, seconded by Kellner that the meeting be Adjourned. Voice Vote. Motion Carried. (8-0)