



# City of Appleton

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

## Meeting Minutes Library Board

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Thursday, November 7, 2024

10:00 AM

Council Chambers, 6th Floor

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### Personnel & Policy Committee

1. Call meeting to order

Chairperson Scheuerman called the meeting to order at 10:00am

2. Pledge of Allegiance

3. Roll call of membership

Others Present: Mann, Rortvedt, Saecker

Present: 4 - Scheuerman, Keller, Brozek and Lee

4. Action Items

*Action Item 24-1425 was moved to the end of the Agenda*

[24-1426](#)

APL Financial Policy Updates

**Attachments:** [Financial Policy Draft 11-2024.pdf](#)

Brozek moved, seconded by Keller, that the APL Financial Policy Updates be recommended for approval. Voice Vote. Motion Carried. (4-0)

[24-1428](#)

APL Lactation Room Policy

**Attachments:** [Lactation Room Policy draft 11-2024.pdf](#)

Keller moved, seconded by Lee, that the APL Lactation Room Policy be recommended for approval. Voice Vote. Motion Carried. (4-0)

[24-1429](#)

APL Sensory Room Policy

**Attachments:** [Sensory Room Policy Amended 11-2024.pdf](#)

Brozek moved, seconded by Lee, that the APL Sensory Room Policy be amended to include the following: The User agrees to take precautions to avoid causing unnecessary mess or damage in the Sensory Room and return it to its original layout. The User agrees to clean up after use, inform a staff member in the case of any issues, and report any damage. Voice Vote. Motion Carried. (4-0)

Brozek moved, seconded by Lee, that the amended APL Sensory Room Policy be recommended for approval. Voice Vote. Motion Carried. (4-0)

## Closed Session

Keller moved, seconded by Lee that the Committee move into Closed Session pursuant to WI State Statute 19.1(f)(c) to discuss personnel matters. Voice Vote.

Motion Carried. (4-0)

Roll Call was taken.

The Committee moved into Closed Session at 10:39am

Keller moved, seconded by Lee that the Committee resume meeting in Open Session. Voice Vote. Motion Carried. (4-0)

Roll Call was taken.

The Committee resumed Open Session at 11:31am

### [24-1425](#)

Library Director's End of Year Performance Evaluation

Brozek moved, seconded by Lee, that the Library Director's 2024 End of Year Performance Review be recommended for approval. Voice Vote. Motion Carried. (4-0)

## 5. Adjournment

Keller moved, seconded by Lee that the meeting be Adjourned. Voice Vote. Motion Carried. (4-0)

The meeting was Adjourned at 11:32am