



City of Appleton

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

Meeting Minutes Library Board

Friday, June 20, 2025

9:15 AM

Appleton Public Library, 200 N Appleton Street
Thrivent Conference Room

Personnel & Policy Committee Meeting

1. Call meeting to order

Chairperson Nancy Scheuerman called the Meeting to Order at 9:18am

2. Pledge of Allegiance

3. Roll call of membership

Others Present: Colleen Rortvedt, Mayor Jacob Woodford

Present: 3 - Scheuerman, Keller and Brozek

Excused: 1 - Lee

Others : 1 - Mann

4. **Action Items**

Closed Session

Brozek moved, seconded by Keller that the Committee meet in Closed Session to discuss Personnel Matters pursuant to Wi State Statute 19.85(1)(c) and then resume meeting in Open Session. Voice Vote. Motion Carried. (3-0)

Roll Call was taken.

The Committee meeting went into Closed Session at 9:20am

Brozek moved, seconded by Keller that the Committee resume meeting in Open Session. Voice Vote. Motion Carried. (3-0)

Roll Call was taken.

The Committee resumed meeting in Open Session at 10am

[25-0704](#)

Library Director's Mid-Year Performance Review

Brozek moved, seconded by Keller, that the Library Director's 2025 Mid-Year Performance Evaluation be recommended for approval. Voice Vote. Motion Carried. (3-0)

[25-0705](#)

Library Space Use Policy Updates

Attachments: [SPACE USE POLICY \(Draft July 2025\).pdf](#)

Brozek moved, seconded by Keller, that the Library Space Use Policy Updates be recommended for approval. Voice Vote. Motion Carried. (3-0)

[25-0706](#)

Library Customer Service Policy Updates

Attachments: [Customer Service Policy \(Draft July 2025\).pdf](#)

Brozek moved, seconded by Keller, that the Library Customer Service Policy Updates be recommended for approval. Voice Vote. Motion Carried. (3-0)

[25-0707](#)

Library Safety and Security Policy Updates

Attachments: [Safety and Security Policy \(Draft July 2025\)1.pdf](#)

Brozek moved, seconded by Keller, that the Library Safety and Security Policy Updates be recommended for approval. Voice Vote. Motion Carried. (3-0)

[25-0708](#)

Library Circulation Policy Updates

Attachments: [Circulation Policy \(Draft July 2025\) Amended.pdf](#)

Brozek moved, seconded by Keller, that the amended Library Circulation Policy Updates be recommended for approval . Voice Vote. Motion Carried. (3-0)

5. Adjournment

Brozek moved, seconded by Keller that the meeting be Adjourned. Voice Vote. Motion Carried. (3-0)

The meeting was Adjourned at 10:11am