



City of Appleton

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

Meeting Minutes Library Board

Tuesday, November 19, 2024

4:30 PM

Council Chambers, 6th Floor

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

Aldersperson Katie Van Zeeland was in attendance, however technical difficulties prevented her actual participation

Others Present: Owen Anderson, Nicole Casner, Ann Cooksey, Darrin Glad, Tina Krueger, Adriana McCleer, Dan McGinnis, Bethany Neuman, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Missy Sawicki, Maureen Ward

Present: 8 - Looker, Scheuerman, Mann, Nett, Keller, Brozek, Bunnow and Lee

Excused: 3 - Sivasamy, Van Zeeland and Lokensgard

4. Approval of minutes from previous meeting

[24-1477](#)

October 15, 2024 Meeting Minutes

Attachments: [10-15-2024 Library Board Meeting Minutes.pdf](#)

Keller moved, seconded by Brozek, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:

Aye: 8 - Looker, Scheuerman, Mann, Nett, Keller, Brozek, Bunnow and Lee

Absent: 3 - Sivasamy, Van Zeeland and Lokensgard

5. **Public Participation and Communications**

Establish Order of the Day

President Mann called for motion to place Action Items 24-1478, 24-1479, 24-1481, 24-1482, 24-1483 on a Consent Agenda.

Looker moved, seconded by Scheuerman that Action Items 24-1478, 24-1479, 24-1481, 24-1482 and 24-1483 be placed on a Consent Agenda. Voice Vote. Motion Carried (8-0)

6. Action Items

Looker moved, seconded by Lee that the Consent Agenda be approved. Voice Vote. Motion Carried. (8-0)

[24-1478](#)

Bill Register - October 2024

Attachments: [Oct 24 Bill Register.pdf](#)
[APL Financial Cash Flow-October 2024.pdf](#)

This Report Action Item was approved

[24-1479](#)

November 2024 Budget Amendment

Attachments: [Nov 2024 Budget Amendment.pdf](#)

This Report Action Item was approved

[24-1480](#)

APL Naming Opportunities Policy Update

Attachments: [Naming Opportunities Memo Updates 11-2024.pdf](#)
[Naming Opportunities Policy \(Draft\) 11-2024.pdf](#)

Looker moved, seconded by Scheuerman, that the Naming Opportunities Policy Update be approved. Roll Call. Motion carried by the following vote:

Aye: 8 - Looker, Scheuerman, Mann, Nett, Keller, Brozek, Bunnow and Lee

Absent: 3 - Sivasamy, Van Zeeland and Lokensgard

[24-1493](#)

Request for Approval of Two Limited Term, Part-Time Internship Positions funded with External Grant Funds

Attachments: [Memo_2025-CP-Internships\(2\).pdf](#)

Bunnow moved, seconded by Brozek, that the Request for Approval of Two Limited Term, Part-Time Internship Positions funded with External Grants be approved. Roll Call. Motion carried by the following vote:

Aye: 8 - Looker, Scheuerman, Mann, Nett, Keller, Brozek, Bunnow and Lee

Absent: 3 - Sivasamy, Van Zeeland and Lokensgard

[24-1498](#)

Request to Award Move to Downtown New Library Location on Appleton Street to Boulevard Relocation Services for an amount of \$175, 855.80 with a 5% Contingency

Attachments: [Move Memo Nov 2024.pdf](#)

Looker moved, seconded by Scheuerman, that the Request to Award Move to Downtown New Library Location on Appleton Street to Boulevard Relocation Services for an Amount of \$17,855.80 with a 5% Contingency be approved. Roll Call. Motion carried by the following vote:

Aye: 8 - Looker, Scheuerman, Mann, Nett, Keller, Brozek, Bunnow and Lee

Absent: 3 - Sivasamy, Van Zeeland and Lokensgard

[24-1481](#) City of Appleton Policy - General Safety Policy

Attachments: [General Safety Policy SB 2024.pdf](#)

This Report Action Item was approved

[24-1482](#) APL 2025 Proposed Closures

Attachments: [Proposed Closures 2025.xlsx](#)

This Report Action Item was approved

[24-1483](#) Report of the Personnel & Policy Committee

Attachments: [11-7-2024 Personnel & Policy Committee Meeting Minutes.pdf](#)

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

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

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

This Report Action Item was approved

[24-1484](#) Approval of Library Director's 2024 End of Year Performance Review

This Report Action Item was approved

7. Information Items

A. Administrative Report

[24-1485](#) Building Project Update

Attachments: [October 2024 Construction Update.pdf](#)

[24-1486](#) New Street Address for Downtown Library - 200 N. Appleton St., Appleton, WI 54911

[24-1487](#) APL Hiring Process Update

[24-1488](#) Statistics - 3rd Quarter 2024 (July, August, September)

Attachments: [JULY 2024.pdf](#)
[AUG 2024.pdf](#)
[SEPT 2024.pdf](#)

[24-1489](#) 3rd Quarter 2024 Friends Grant Funded Program Summaries

Attachments: [3rd Quarter 2024 Friends Grant Funded Program Summaries FINAL.pdf](#)

B. Presidents Report

[24-1490](#) Trustee Training: New Building Collection Preview

Due to technical issues item 24-1490 was moved to the December 17, 2024 Library Board Meeting

C. Staff Updates

[24-1491](#) Children's Program Updates

Attachments: [Char Elec for Board.pdf](#)

[24-1492](#) Community Partnerships Updates

Closed Session

8. Adjournment

Keller moved, seconded by Bunnow, that the Meeting be adjourned. Roll Call. Motion carried by the following vote:

The Meeting was Adjourned at 5:10pm

Aye: 8 - Looker, Scheuerman, Mann, Nett, Keller, Brozek, Bunnow and Lee

Absent: 3 - Sivasamy, Van Zeeland and Lokensgard