



City of Appleton

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

Meeting Agenda - Final Library Board

Tuesday, June 25, 2024

8:30 AM

Council Chambers, 6th Floor

Personnel & Policy Committee Meeting

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership

4. Action Items

[24-0803](#) Library Director's 2024 Mid - Year Performance Review

[24-0805](#) Recommendation to Eliminate the Policy Policy Based on Redundancy with other Existing City Policies

Attachments: [Policy Policy.pdf](#)

[24-0806](#) Recommendation to Approve Updates to the Library Emergency Policy

Attachments: [Library Emergency Policy DRAFT 7-2024.pdf](#)

5. Information Items

[24-0804](#) Policy Revision Summary and Schedule

Attachments: [Policy Review and Update Schedule June 2024.pdf](#)

Closed Session

The Committee may meet in Closed Session pursuant to WI State Statute 19.85(1)(c) to discuss personnel matters and then resume meeting in Open Session.

6. Adjournment

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

Policy Policy

adopted January 2006

Purpose

To define the process by which Library policies are modified, preserving the authority of the Library Board, and being mindful of the efficiency needs of Library and City staff and the authority of the Common Council to set City policy.

Policy

1. Per Wisconsin Statutes Chapter 43.58, the Library Board is the policy-setting body for the Appleton Public Library, with exclusive control of finances and facilities, and authority over staff via the Library Director. The Library is subject to all applicable federal and state laws and regulations, as well as City ordinances, and such City policies as may be approved by the Library Board.
2. The Library Director is responsible for bringing policies to the Library Board:
 - a. In the case of policies specific to library services, the Director will draft policies with appropriate input from staff, Board and City departments.
 - b. In the case of City-wide policies, the Director will give appropriate input to City staff who draft policies.
 - c. The Director will place any policy changes on the Library Board's meeting agenda.
 - d. In the absence of the Director, the Assistant Director may act with the full authority of the Director.
3. The Library Director or the Board President or Policy Committee Chair may ask that the Library Board Policy Committee review any proposed policy prior to presenting it to the Board, or the Library Board may refer a proposed policy to committee. The Policy Committee shall make recommendations to the Board on proposed revisions in bylaws, policies, rules, and regulations.
4. Policies may be presented to the Library Board as action or informational items.
 - a. Any new policy will be presented as an action item.
 - b. Any policy changes which the Library Director deems substantive in affecting Library services, facilities, finances or staff will be presented as an action item, subject to approval by a majority vote of the Board.
 - c. Any policy changes which the Library Director deems not substantive in affecting Library services, facilities, finances or staff will be presented as an information item, and will not require Board approval. Any proposed policy change will be changed from informational item to an action item upon request of any Board member, and subject to legal notice/posting requirements.
 - d. City-wide policies may be subject to approval of the Common Council before becoming effective.

- adopted by the Library Board of Trustees January 2006

LIBRARY EMERGENCY POLICY ~~-DRAFT~~

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Purpose

In the event of an ~~an emergency, which could include but not be limited to a natural disaster, utility failure, public safety issue, pandemic, epidemic, other~~ public health emergency or activation of the City of Appleton's Emergency Operations Center (collectively "emergencies" or "emergency") the Appleton Public Library ("library") may need to make immediate modifications to policies and procedures in order to ~~slow the spread of illness or~~ protect the safety of the public. While every emergency will be unique and require different ~~specific~~ responses, this policy empowers the Library Director to make decisions in cooperation with local ~~public health~~ officials ~~in order to~~ address urgent needs.

Policy

1. Library Closure

- a. In response to a public health mandate the Library Director or their designee may temporarily close, reduce operating hours, or limit ~~services~~ the services of the library.
- b. At the discretion of the Library Director or their designee, the library may close, reduce its operating hours, or limit services temporarily ~~in the event that~~ if there is not sufficient staff to maintain appropriate staffing levels or ~~if unable to maintain adequate social distancing for health and safety~~ operate safely.
- c. Decisions to close will be made in cooperation with local ~~public health~~ officials and will be ~~done~~ made in concert with City emergency operations planning.
- d. In the event of a closure or reduction in operating hours, the Library Director or designee will maintain communication with staff, the Library Board of Trustees and the Mayor.

2. Building access during a closure

- a. The Library Director or their designee may restrict, limit, and monitor staff, tenant, deliveries, and vendor access to the building and ~~the manner in which spaces in the building are utilized~~ use of the building to ensure that ~~social distancing and other relevant~~ public health safety needs are addressed.

3. Circulation

- a. In the event of a long-term closure, due dates will be adjusted ~~adjusted and no overdue charges will be assessed~~.
- b. The ability to accept materials returns will be assessed based on the nature of the ~~public health~~ emergency.
- c. Delivery between libraries will be determined in cooperation with OWLSnet, the regional partnership that provides delivery between libraries.

4. Programs
 - a. The ability to provide programming will be determined based on the nature of the ~~public health~~ emergency.
 - b. Online programming and/or programming in alternative locations may be provided.
5. Personnel Matters
 - a. Library employees will follow the City of Appleton personnel policies.
 - b. Employees may be authorized to work from home, at an alternative site or a modified location within the building.
 - c. The library may require staff to wear ~~_masks or other~~ Personal Protective Equipment ("PPE") and will work with staff who require accommodations.
6. Patron Expectations
 - a. The public ~~should be~~will be made aware of modifications, limitations and temporary cessations of services via ~~in-house signage and use of~~ the library's public ~~information~~ print and digital communication channels, ~~website and social media.~~
 - b. ~~The library may modify its Safety and Security Policy and/or Rules of Conduct to require library patrons to follow certain rules that are specific to the emergency including requiring the wearing of PPE.~~The library may modify its Safety and Security Policy and/or Rules of Conduct to require library patrons to follow certain rules specific to the emergency, including wearing PPE.

Approved 6-16-2020; 7/2024

Library Policy Review and Update Schedule - 6-2024

Policy Names	Updated	Notes	Timing
Art Policy	2022	New policy in 20022	One year after new library
Board of Trustees Bylaws	2023	No critical updates required but may want to review options for additional Teen Advisory Member	None needed at this time
Childrens Room Policy	2021	Where does exterior children's garden terrace fit in?	Early 2025, based on opening day
Circulation Policy	2021	Small updates needed	Early 2025
Collection Development Policy	2023	None needed at this time	None needed at this time
Comfort Room Policy	2016	On hiatus. Will update prior to reopening downtown	Early 2025, based on opening day
Customer Service Policy	2017	Revisions may be needed based on different aspects of new building	Midyear 2025
Displays Policy	2016	Revisions may be needed based on differences in building features.	Early 2025, based on opening day
Financial Policy	2021	Will need revisions for meeting room revenue, removal of fines transition payments to city	Early 2025, based on opening day
Gifts and Donations Policy	2019	None needed at this time	N/A
Handouts BB Postings Notices Petitioning	2019	Revisions may be needed based on differences in building features.	Early 2025, based on opening day
Internet Access and Computer Use Policy and Guidelines	2021	None needed at this time. Also recently reviewed by consultant working on E-rate.	N/A
Library Bill Of Rights and Freedom To Read	2023	ALA statements that are affirmed by library board	None needed at this time
Library Emergency Policy	2020	Currently revising to apply to more general emergencies	6/30/2024 *
Meeting and Study Room Policy	2019	Updates Needed includng policy around fees	Early 2025, based on opening day
Naming Rights Policy	2022	Will review as we move to completing naming opportunities agreements	In review now
Piano Policy	2018	On hiatus. Will update prior to reopening downtown	Early 2025, based on opening day
Policy Policy	2006	ELIMINATE - not needed. Covered by other policies/laws	6/30/2024 *
Privacy Policy	2018	None needed at this time	N/A
Program Policy	2019	None needed at this time	N/A
Reference and Readers Advisory Policy	2017	None needed at this time	N/A
Safety and Security Policy	2019	Will update prior to reopening downtown	Early 2025, based on opening day
Scholarship Policy	2022	We have posponed scholarships based on evaluating the original intent, meaningfulness of the scholarship, and staff priorities. Suggest returning to revise criteria one year after returning to new buiding.	3/1/2026
Smoking and Tobacco Use Policy	2013	Revisions may be needed for outside building based on city property related changes and children's outdoor garden terrace. Will be working with city stakeholders and attorneys this summer/fall for updates	Early 2025, based on opening day