



# City of Appleton

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

## Meeting Minutes Library Board

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Tuesday, December 19, 2023

4:30 PM

100 N. Appleton Street  
City Hall Council Chambers, 6th Floor 6 A / B

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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

**Others Present:** Owen Anderson, Ann Cooksey, Darrin Gladd, Tina Krueger, Adriana McCleer, Colleen Rortvedt, Tasha Saecker, Kara Sullivan, Maureen Ward

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

**Excused:** 3 - Sivasamy, Bunnow and Lee

4. Approval of minutes from previous meeting

[23-1507](#)

November 14, 2023 Meeting Minutes

**Attachments:** [11-14-2023 Library Board Meeting Minutes.pdf](#)

Scheuerman moved, seconded by Van Zeeland, that the November 14, 2023 Meeting Minutes be approved. Roll Call. Motion carried by the following vote:

**Aye:** 8 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller and Brozek

**Absent:** 3 - Sivasamy, Bunnow and Lee

5. Public Participation & Communications

**Establish Order of the Day**

Kellner moved, seconded by Van Zeeland that Action Items 23-1508, 23-1509, 23-1510, and 23-1511 be placed on a Consent Agenda. Voice Vote. Motion Carried. (8-0)

6. Action Items

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

[23-1508](#)

Bill Register - November 2023

**Attachments:** [November 23 Bill Register.pdf](#)  
[APL Financial Cash Flow YTD-November-2023.pdf](#)

This Report Action Item was approved

[23-1509](#)

December 2023 Budget Amendment

**Attachments:** [Dec23 Budget Amendment.pdf](#)

This Report Action Item was approved

[23-1510](#)

Revised Board Meeting Schedule 2024 - February 27, 2024 5:30pm - 7pm, April 16, 2024 3pm - 4:30pm, May 14, 2024 - 1pm - 2:30pm

**Attachments:** [APL Board Meeting Schedule 2024 REVISED.pdf](#)

This Report Action Item was approved

[23-1511](#)

City of Appleton Policies - Code of Conduct Policy, Silica Policy

**Attachments:** [Code of Conduct Draft 11.8.23.pdf](#)  
[Silica Policy.pdf](#)

This Report Action Item was approved

[23-1512](#)

2024 Library Budget

**Attachments:** [Library 2024 Operational Budget.pdf](#)  
[Library 2024 Special Revenue Funds - Grants.pdf](#)  
[Library 2024 CIP Self Checks.pdf](#)

Keller moved, seconded by Brozek, that the 2024 Library Budget be approved.  
Roll Call. Motion carried by the following vote:

**Aye:** 8 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller and Brozek

**Absent:** 3 - Sivasamy, Bunnow and Lee

## 7. Information Items

### A. Administrative Report

[23-1513](#) Building Project Update

**Attachments:** [2023\\_11\\_BuildingProjectUpdate.pdf](#)  
[11.2023 - Appleton Public Library Month-End Report.pdf](#)

**B. Friends Report**

[23-1520](#) Capital Campaign Update

**Administrative Report**

*The Board did not review or discuss any information items on the balance of the Agenda.*

[23-1514](#) APL Hiring Process Update

[23-1515](#) Library Legislative Day - Tuesday, February 6, 2024

**Attachments:** [2024 WLA LLD.pdf](#)

**C. President's Report**

[23-1516](#) Trustee Development - Public Health Overview

**Attachments:** [FPHS-Factsheet-2022.pdf](#)  
[Public-Health-3.0-White-Paper \(1\).pdf](#)

**D. Staff Updates**

[23-1517](#) Children's Program Updates

[23-1518](#) Community Partnership Updates

[23-1519](#) APL Website Redesign

**Attachments:** [Website Redesign Process Board of Trustees Meeting.pdf](#)

**8. Adjournment**

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

**The meeting was adjourned at 4:52pm**