



# City of Appleton

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

## Meeting Minutes Library Board

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Tuesday, September 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:** Amanda Abshire, Owen Anderson, Nicole Casner, Ann Cooksey, Dean Gazza, Colleen Holz, Adriana McCleer, Dan McGinnis, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Missy Sawicki, Yee Vue, Maureen Ward

**Present:** 9 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller, Bunnow and Lee

**Excused:** 2 - Sivasamy and Brozek

### 4. Approval of minutes from previous meeting

[23-1096](#)

August 15, 2023 Meeting Minutes

**Attachments:** [8-15-2023 Library Board Meeting Minutes.pdf](#)

Kellner moved, seconded by Mann, that the August 15, 2023 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)

### 5. Public Participation & Communication

#### Establish Order of the Day

President Margret Mann called for a motion to place Action Items 23-1097, 23-1098, 23-1099, 23-1100, 23-1111, 23-1112, 23-1113, and 23-1101 on a Consent Agenda.

Kellner moved, seconded by Keller that Action Items 23-1097, 23-1098, 23-1099, 23-1100, 23-1111, 23-1112, 23-1113 and 23-1101 be placed on a Consent Agenda. Voice Vote. Motion Carried. (9-0)

**6. Action Items**

Kellner moved, seconded by Scheuerman that the Consent Agenda be approved. Voice Vote. Motion Carried. (9-0)

[23-1097](#)

Bill Register - August 2023

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

This Report Action Item was approved

[23-1098](#)

September 2023 Budget Amendment

**Attachments:** [Sep23BudgetAmendment.pdf](#)

This Report Action Item was approved

[23-1099](#)

2024 OWLS Resource Library Agreement

**Attachments:** [2024 Resource Library Agreement DRAFT.pdf](#)

This Report Action Item was approved

[23-1100](#)

2024 OWLS Service Agreement

**Attachments:** [2024 Service Agreement DRAFT.pdf](#)

This Report Action Item was approved

[23-1111](#)

Award the Appleton Public Library's "Appleton Public Library Furniture" Contracts to Thomas Interiors \$598,790.42, Building Services Inc.\$373,182.28, Emmons Business Interiors \$211,869.56, Library Furniture International \$1,039,543.09 and Nordon Business Interiors \$97,886.75.

**Attachments:** [2023 Library Furniture.pdf](#)

This Report Action Item was

[23-1112](#)

Award the Appleton Public Library's "Appleton Public Library A/V" Contract to Smart Spaces, in the amount of \$742,294.25 with a Contingency of \$10,000 for a Project Total not to Exceed \$752,294.25

**Attachments:** [2023 Library AV.pdf](#)

This Report Action Item was

[23-1113](#) Award the Appleton Public Library's "Commissioning" Contract to E Cube, in the Amount of \$82,000

**Attachments:** [2023 Library Commissioning Agent.pdf](#)

**This Report Action Item was approved**

[23-1101](#) New Board Committee Appointments 2023-2024

**Attachments:** [2023 - 2024 Board Committees 9-2023.pdf](#)

## 7. Information Items

### A. Administrative Report

[23-1102](#) Building Project Update

**Attachments:** [08.2023 - Appleton Public Library Month-End Report \(2\) \(1\).pdf](#)

[23-1103](#) APL Hiring Process Update

### B. President's Report

[23-1104](#) Trustee Development - Community Collaborative Environment Part 2

**Attachments:** [Yearly External Collaborative Handout.pdf](#)

[CP\\_Framework\\_Handout.pdf](#)

### C. Staff Updates

[23-1105](#) 2023 Summer Library Program (SLP) Updates

## 8. Adjournment

**Keller moved, seconded by Kellner that the meeting be Adjourned. Voice Vote.  
Motion Carried.**

**The Meeting was Adjourned at 5:25pm**