



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes Library Board

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Tuesday, July 20, 2021

4:30 PM

City Hall, 6th Floor A/B

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1. Call meeting to order

President Rebecca Kellner called the meeting to order at 4:36pm

2. Roll call of membership

**Others Present:** Owen Anderson, Nicole Casner, Ann Cooksey, Colleen Holz, Tina Krueger, Dan McGinnis, Colleen Rortvedt, Tasha Saecker, Nick Vande Castle, Michael Vang, Emely Villaneuva, Maureen Ward

**Skidmore, Owings and Merrill Architects:** Jason Fisher, Julie Michiels, Adam Semel, Andrea Telli

**Present:** 7 - Looker, Kellner, Exarhos, Scheuerman, Mann, Nett and Van Zeeland

**Excused:** 1 - Hartjes

**Others :** 1 - Sivasamy

3. Approval of minutes from previous meeting

[21-1003](#)

June 15, 2021 Meeting Minutes

**Attachments:** [June 15 2021 Meeting Minutes.pdf](#)

Scheuerman moved, seconded by Mann, that the June 15, 2021 Meeting Minutes be approved. Voice Vote. Motion Carried.(7-0)

4. Public Participation and Communications

[21-1004](#)

Building Project Update by Architects Skidmore, Owings & Merrill

[21-1010](#)

Library Building Project Update

**Attachments:** [Building Project Update July 15 2021revised.pdf](#)

## Establish Order of the Day

President Kellner moved Information Item 21-1010 Library Building Project Update to Public Participation and Communications.

President Kellner called for a motion to move Action Items 21-1005, 21-1006, 21-1007, 21-1009 and 21-1018 to a Consent Agenda.

Exarhos moved, seconded by Mann that Action Items 21-1005, 21-1006, 21-1007, 21-1009 and 21-1018 be placed on a Consent Agenda. Voice Vote. Motion Carried. (7-0)

**5. Action Items**

Scheuerman moved, seconded by Looker that Consent Agenda Items 21-1005, 21-1006, 21-1007, 21-1009 and 21-1018 be approved. Voice Vote. Motion Carried. (7-0)

[21-1005](#)

Bill Register - June 2021

**Attachments:** [June 2021 Bill Register.pdf](#)  
[June 2021 Budget Report.pdf](#)  
[Q2 2021 Friends Budget Report.pdf](#)

This Report Action Item was approved

[21-1006](#)

July 2021 Budget Amendment

**Attachments:** [July 2021 Budget Amendment Request.pdf](#)

This Report Action Item was approved

[21-1007](#)

United Way Agency Agreement Compliance Documents for 2022-2023 Funding for Reach Out and Read

**Attachments:** [Appleton Public Library Funding Letter for ROR 2022-2023.pdf](#)  
[United Way Agency Agreement 2022-2023 Funding.pdf](#)

This Report Action Item was approved

[21-1009](#)

Finance Policy Updates

**Attachments:** [Financial Policy Draft- Revised July 2021.pdf](#)

This Report Action Item was approved

[21-1018](#)

City Policy: Ergonomics Policy

**Attachments:** [Ergonomics Policy with Suggested Changes \(2021\).pdf](#)

This Report Action Item was approved

[21-1017](#) 2022 Library Operating Budget

**Attachments:** [2022 Library Operational Budget Memo.pdf](#)  
[Budget Summary for Board.pdf](#)  
[Utilities and Revenues Detail.pdf](#)  
[Library 7-5-2021.pdf](#)

Exharos moved, seconded by Mann that the 2022 Library Board Operating Budget be approved. Voice Vote. Motion Carried. (7-0)

## 6. Information Items

### A. Administrative Report

[21-1011](#) APL Teen Survey

[21-1012](#) APL Hiring Processes

[21-1013](#) State Budget Update

### B. President's Report

[21-1014](#) Trustee Training: Trustee Essentials Chapter 8 - Developing the Library's Budget

**Attachments:** [Trustee Essentials Chapter 8 Library Budget.pdf](#)

[21-1015](#) Library Board Trustee Vacancy Appointments

[21-1016](#) Outagamie Waupaca Library System (OWLS) Update

## 7. Adjournment

Scheureman moved, seconded by Mann that the Meeting be adjourned. Voice Vote. Motion Carried. (7-0)

The meeting was adjourned at 6:00pm