



# City of Appleton

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

## Meeting Minutes Library Board

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Tuesday, December 17, 2024

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

President Margret Mann called the meeting to order at 4:30pm

2. Pledge of Allegiance

3. Roll call of membership

**Others Present:** Owen Anderson, Nicole Casner, Darrin Glad, Tina Krueger, Adriana McCleer, Dan McGinnis, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Missy Sawicki, Kara Sullivan, Maureen Ward

**Present:** 8 - Looker, Scheuerman, Mann, Nett, Van Zeeland, Brozek, Bunnow and Lee

**Excused:** 3 - Sivasamy, Keller and Lokensgard

4. Approval of minutes from previous meeting

[24-1581](#)

November 19, 2024 Meeting Minutes

**Attachments:** [11-19-2024 Library Board Meeting Minutes.pdf](#)

Scheuerman moved, seconded by Brozek, that the November 19, 2024 Meeting Minutes be approved. Roll Call. Motion carried by the following vote:

**Aye:** 8 - Looker, Scheuerman, Mann, Nett, Van Zeeland, Brozek, Bunnow and Lee

**Absent:** 3 - Sivasamy, Keller and Lokensgard

### Public Participation & Communications

5. Establish Order of the Day

President Mann called for a motion to place Action Items 24-1582, 24-1583, 24-1584, 24-1585 and 24-1588 on a Consent Agenda.

Looker moved, seconded by Van Zeeland that Action Items 24-1582, 24-1583, 24-1584, 24-1585 and 24-1588 be placed on a Consent Agenda. Voice Vote. Motion Carried. (8-0)

**6. Action Items**

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

[24-1582](#)

Bill Register - November 2024

**Attachments:** [Nov 24 Bill Register.pdf](#)  
[APL Financial Cash Flow-November 2024.pdf](#)

**This Report Action Item was approved**

[24-1583](#)

December 2024 Budget Amendment

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

**This Report Action Item was approved**

[24-1584](#)

2025 Library Budget

**Attachments:** [2025 Library.pdf](#)

**This Report Action Item was approved**

[24-1585](#)

APL Policies:

- Children's Area Use Policy
- Community Information and Posting Policy
- Space Use Policy
- Piano Policy
- Safety and Security Policy
- Smoking and Tobacco Use Policy

**Attachments:** [Childrens Area Use Policy DRAFT 12-12-2024.pdf](#)  
[Community Information and Posting Policy DRAFT 12-24.pdf](#)  
[SPACE USE POLICY 12-12-2024.pdf](#)  
[Piano Policy DRAFT 12-2024.pdf](#)  
[SAFETY AND SECURITY POLICY DRAFT 12-12-2024.pdf](#)  
[Smoking And Tobacco Use Policy DRAFT 12-12-2024.pdf](#)

**This Report Action Item was approved**

[24-1588](#)

2025 Library Board Meeting Schedule

**Attachments:** [APL Board Meeting Schedule 2025.pdf](#)

**This Report Action Item was approved**

## 7. Information Items

### A. Administrative Report

- [24-1589](#) APL Building Project Update  
**Attachments:** [November 2024 Construction Update.pdf](#)
- [24-1590](#) APL Hiring Process Update
- [24-1591](#) APL Brand Identity Update  
**Attachments:** [BRAND IDENTITY UDPATE.pdf](#)
- [24-1586](#) Donor Signage  
**Attachments:** [Donor Signage Guidelines 12-2024.pdf](#)

### B. Friend's Report

- [24-1592](#) Friends Executive Director Report
- [24-1595](#) Capital Campaign Update
- [24-1596](#) Friends Plans for 2025

### C. President's Report

- [24-1593](#) Trustee Training: Collection Tour of New Library  
**Attachments:** [NewBuildingCollectionPreview LibraryBoardMeeting 111923.pdf](#)

### D. Staff Updates

- [24-1594](#) Community Partnerships Updates

## 8. Adjournment

**Brozek moved, seconded by Van Zeeland, that the Meeting be adjourned. Roll Call. Motion carried by the following vote:**

**The Meeting was Adjourned at 5:36pm**

**Aye:** 8 - Looker, Scheuerman, Mann, Nett, Van Zeeland, Brozek, Bunnow and Lee

**Absent:** 3 - Sivasamy, Keller and Lokensgard