



City of Appleton

Appleton Public Library
200 N. Appleton Street
Appleton, WI 54911

Meeting Minutes Library Board

Tuesday, July 15, 2025

5:00 PM

Appleton Public Library
200 N. Appleton Street
Cornerstone Conference Room

1. Call meeting to order

President Margret Mann called the meeting to order at 5:01pm

2. Pledge of Allegiance

3. Roll call of membership

Brian Vargas arrived at 5:03pm

Others Present: Mike Alberts, Owen Anderson, Ann Cooksey, Darrin Glad, Tina Krueger, Adriana McCleer, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Missy Sawicki, Maureen Ward

Present: 8 - Looker, Scheuerman, Mann, Keller, Brozek, Bunnow, Lokensgard and Vargas

Excused: 2 - Lee and Smith

4. Approval of minutes from previous meeting

[25-0795](#)

June 17, 2025 Library Board Meeting Minutes

Attachments: [06-17-2025 Library Board Meeting Minutes.pdf](#)

Keller moved, seconded by Brozek, that the June 17, 2025 Meeting Minutes be approved. Voice Vote. Motion Carried. (7-0)

5. Public Participation & Communication

Establish Order of the Day

President Margret Mann called for a motion to place Action Items 25-0796, 25-0797, 25-0798 and 25-0799 on a Consent Agenda.

Lokensgard moved, seconded by Bunnow that Action Items 25-0796, 25-0797, 25-0798, and 25-0799 be placed on a Consent Agenda. Voice Vote. Motion Carried. (8-0)

6. Action Items

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

[25-0796](#)

Bill Register - June 2025

Attachments: [Jun 25 Bill Register.pdf](#)
 [APL Cash Flow - June 2025.pdf](#)
 [Apr-Jun 25 Friends Quarterly Report.pdf](#)

This Report Action Item was approved

[25-0797](#)

July 2025 Budget Amendment

Attachments: [Jul 25 Budget Amendment.pdf](#)

This Report Action Item was approved

[25-0798](#)

Report of the Personnel & Policy Committee

Attachments: [06-20-2025 Library Board Personnel & Policy Committee Meeting](#)
 [Mintues.pdf](#)
 [SPACE USE POLICY \(Draft July 2025\).pdf](#)
 [Customer Service Policy \(Draft July 2025\).pdf](#)
 [Safety and Security Policy \(Draft July 2025\)1.pdf](#)
 [Circulation Policy \(Draft July 2025\) Amended.pdf](#)

This Report Action Item was approved

[25-0799](#)

Approval of Library Director's Mid-Year 2025 Performance Review

This Report Action Item was approved

7. Information Items

A. Administrative Report

[25-0800](#)

APL Hiring Process Update

B. President's Report

[25-0801](#)

Trustee Training: Library Board Bylaws

Attachments: [Trustee Training Bylaws Chapter 3 Trustee Essentials.pdf](#)
[APL Library-Board-of-Trustee-Bylaws.pdf](#)

[25-0802](#)

Upcoming Committee Meetings:

Nominating Committee - Monday, July 21, 2025 11am Appleton Public Library Thrivent Conference Room

Finance Committee - Tuesday, August 12, 2025 3pm Appleton Public Library Cornerstone Conference Room

C. Staff Updates[25-0803](#)

Community Partnerships Updates

[25-0804](#)

Children's Program Updates

Attachments: [Children's July Board Report.pdf](#)

Closed Session**8. Adjournment**

Keller moved, seconded by Brozek that the meeting be Adjourned. Voice Vote.
Motion Carried. (8-0)
The meeting was Adjourned at 5:34pm