



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes Library Board

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Tuesday, December 15, 2020

4:30 PM

City Hall 6th Floor A/B  
100 N. Appleton Street, Appleton WI 54911

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1. Call meeting to order

President Rebecca Kellner called the meeting order at 4:32pm

2. Roll call of membership

*Looker arrived virtually at 4:43pm*

**Others Present:** Owen Anderson, Derik Henken, Tina Krueger, Sandy Matz, Adriana McCleer, Jessica Miller, Colleen Rortvedt, Tasha Saecker, Nick Vande Castle, Maureen Ward

**Present:** 9 - Bergman, Peterson, Hartjes, Looker, Kellner, Exarhos, Siebers, Scheuerman and Mann

**Others :** 2 - Gazza and Woodford

3. Approval of minutes from previous meeting

[20-1619](#)

October 20, 2020 Meeting Minutes

**Attachments:** [October 20 2020 Meeting Minutes.pdf](#)

Scheuerman moved, seconded by Mann, that the October 20, 2020 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4. Pubic Participation and Communications

**Establish Order of the Day**

President Kellner moved Information Item 20-1632 Request for Architectural and Engineering Services to the beginning of the meeting.

**B. President's Report**

[20-1632](#)

Request for Proposals for Architectural and Engineering Services

**Attachments:** [Library Listening Session Memo 12-11-2020.pdf](#)  
[Appleton Public Library - RFP 2020 12-11-20.pdf](#)  
[RFP Memo.pdf](#)

**5. Action Items**

President Kellner called for a motion to move Action Items 20-1620, 20-1621, 20-1622, 20-1623, 20-1624, 20-1625, 20-1626 and 20-1634 to a Consent Agenda.

Siebers moved, seconded by Mann that Action Items 20-1620, 20-1621, 20-1622, 20-1623, 20-1624, 20-1625, 20-1626 and 20-1634 be placed on a Consent Agenda. Voice Vote. Motion Carried. (8-0)

Bergman moved, seconded by Siebers that Action Items 20-1620, 20-1621, 20-1622, 20-1623, 20-1624, 20-1625, 20-1626 and 20-1634 be approved. Voice Vote. Motion Carried. (8-0)

[20-1620](#)

Bill Register - October 2020 and November 2020

**Attachments:** [October Bill Register.pdf](#)  
[October Expense Report.pdf](#)  
[November Bill Register.pdf](#)  
[November Expense Report.pdf](#)

This Report Action Item was approved

[20-1621](#)

December 2020 Budget Amendment

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

This Report Action Item was approved

[20-1622](#)

City Policies:

- Exception to Salary Administration Policy
- Emergency Sick Leave Policy Extension

**Attachments:** [Salary Administration Policy Exception 12-9-20.pdf](#)  
[Emergency Sick Leave Extension.pdf](#)

This Report Action Item was approved

[20-1623](#)

2021 Budget Approval

**Attachments:** [2021 Library Budget FINAL.pdf](#)  
[2021 Library CIP FINAL.pdf](#)  
[2021 Roof Replacement CIP FINAL.pdf](#)  
[2021 Library Grants FINAL.pdf](#)

**This Report Action Item was approved**

[20-1624](#)

2021 Library Board Meeting Schedule

**Attachments:** [APL Board Meeting Schedule 2021.pdf](#)

**This Report Action Item was approved**

[20-1625](#)

OWLS Resource Library Agreement

**Attachments:** [Resource Library Agreement 2021 10-12 proposal mark up.pdf](#)

**This Report Action Item was approved**

[20-1626](#)

Report of the Personnel & Policy Committee

**Attachments:** [Personnel and Policy Committee Minutes 11-20-2020.pdf](#)

**This Report Action Item was**

[20-1634](#)

Library Director's 2020 End of Year Performance Review

**This Report Action Item was approved**

**Aye:** 8 - Bergman, Peterson, Hartjes, Kellner, Exarhos, Siebers, Scheuerman and Mann

**Absent:** 1 - Looker

## 6. Information Items

### A. Administrative Report

[20-1627](#)

Library 2020 Mid-Year Collaborative Efforts List

**Attachments:** [2020 Library MidYear Collaborative Cooperative Agreements List FINAL.pdf](#)  
[2020 Collaborative Cooperative Totals.pdf](#)

[20-1628](#)

Continuity of Operations and Library Service Update

**Attachments:** [Reopening Plans 2021 Board Memo.pdf](#)  
[2020 Pandemic Summary Library Board 12-9-2020.pdf](#)

[20-1629](#)

APL Hiring Processes

[20-1630](#)

Grants Update

**Attachments:** [2020 Grant Report for Board - Dec 2020.pdf](#)

### **Closed Session**

#### 7. Adjournment

Bergman moved, seconded by Mann that the meeting be adjourned. Voice Vote. Motion Carried. (9-0)

The meeting was adjourned at 5:02pm