



City of Appleton

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

Meeting Minutes Library Board

Tuesday, August 19, 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

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

Present: 7 - Looker, Scheuerman, Mann, Brozek, Bunnaw, Vargas and Smith

Excused: 3 - Keller, Lee and Lokensgard

4. Approval of minutes from previous meeting

[25-0962](#)

July 15, 2025 Meeting Minutes

Attachments: [07-15-2025 Library Board Meeting Minutes.pdf](#)

Scheuerman moved, seconded by Looker, that the July 15, 2025 Meeting Minutes be approved. Voice Vote. Motion Carried. (7-0)

5. Public Participation & Communications

Establish Order of the Day

6. Action Items

[25-0963](#)

Bill Register - July 2025

Attachments: [July 25 Bill Register.pdf](#)
[APL Cash Flow - July 2025.pdf](#)

Smith moved, seconded by Vargas, that the July 2025 Bill Register be approved. Voice Vote. Motion Carried. (7-0)

[25-0964](#)

August 2025 Budget Amendment

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

Looker moved, seconded by Scheuerman, that the August 2025 Budget Amendment be approved. Voice Vote. Motion Carried. (7-0)

[25-0965](#)

Request Approval for Grant Funded Limited Term Part-Time Position Library Assistant - Technology, Learning and Innovation

Attachments: [Library Assistant - Technology Learning and Innovation Temp PT Grant Funded Memo.pdf](#)

Smith moved, seconded by Vargas, that the Request for Approval for Grant Funded Limited Term Part-Time Position Library Assistant - Technology, Learning and Innovation be approved. Voice Vote. Motion Carried. (7-0)

[25-0966](#)

2026 Resource Library Agreement

Attachments: [2026 Resource Library Agreement.pdf](#)

Smith moved, seconded by Scheuerman, that the 2026 Resource Library Agreement be approved. Voice Vote. Motion Carried. (7-0)

[25-0967](#)

2026 Services Agreement - Outagamie Waupaca Library System and Appleton Public Library

Attachments: [2026 Service Agreement.pdf](#)

Brozek moved, seconded by Smith, that the 2026 Services Agreement - Outagamie Waupaca Library System and Appleton Public Library be approved. Voice Vote. Motion Carried. (7-0)

[25-0968](#)

Report of the Nominating Committee

Attachments: [07-21-2025 Library Board Nominating Committee Meeting Minutes.pdf](#)

Vargas moved, seconded by Smith, that the Report of the Nominating Committee be approved. Voice Vote. Motion Carried. (7-0)

[25-0969](#)

Report of the Finance Committee

Attachments: [08-12-2025 Library Board Finance Committee Meeting Minutes.pdf](#)
[2026 Budget for Library Board Legal Size Paper.pdf](#)
[2026 Library.pdf](#)
[2026 Server Replacement CIP.pdf](#)
[2026 NAS Addition-Deletion.pdf](#)

Looker moved, seconded by Scheuerman, that the Report of the Finance Committee be approved. Voice Vote. Motion Carried. (7-0)

7. Information Items

A. Administrative Report

[25-0970](#) APL Hiring Process Update

[25-0971](#) APL Safety and Security Report

Attachments: [Safety and Security Incident Report 06-2025.pdf](#)

[25-0972](#) 2nd Quarter 2025 Statistics (April, May, June)

Attachments: [APRIL 2025.pdf](#)

[MAY 2025.pdf](#)

[JUNE 2025.pdf](#)

[25-0973](#) 2nd Quarter 2025 Friends Grant Funded Program Summaries (April, May, June)

Attachments: [2nd Quarter 2025 Friends Grant Funded Program Summaries FINAL.pdf](#)

B. President's Report

[25-0974](#) Trustee Training Topic - E-Book: APL Purchasing Overview

Attachments: [E-booksAPLPurchasingOverview 081925.pdf](#)

[25-0975](#) Upcoming Year 2025 - 2026 Committee Preferences

C. Staff Updates

[25-0976](#) Children's Program Updates

[25-0977](#) Community Partnerships Updates

8. Adjournment

Scheuerman moved, seconded by Brozek that the Meeting be Adjourned.
Voice Vote. Motion Carried. (7-0)

The meeting was Adjourned at 6:32pm