



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Agenda - Final Library Board

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Friday, March 25, 2022

12:00 PM

100 N. Appleton Street  
Council Chambers 6 A / B

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1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[22-0352](#) March 15, 2022 Meeting Minutes

**Attachments:** [March 15 2022 Library Board Meeting Minutes.pdf](#)

4. **Public Participation & Communications**

[22-0340](#) State of Wisconsin Governor's Certificate of Commendation

**Attachments:** [State of WI Governor's Certificate of Commendation.pdf](#)

[22-0336](#) Building Project Design Update Presentation - SOM Architects

5. **Action Items**

[22-0337](#) Approval of Move Contract Recommendation

[22-0338](#) March 2022 Budget Amendment

**Attachments:** [Budget Amendment Request-3-2022-2.pdf](#)

6. **Information Items**

[22-0339](#) Discussion of Updated Building Design Presentation

7. Adjournment

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*





Meeting Minutes  
Library Board

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Tuesday, March 15, 2022

4:30 PM

100 N Appleton St.  
City Hall Council Chambers 6 A / B

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1. Call meeting to order

President Scheuerman called the meeting to order at 4:31pm

2. Roll call of membership

**Others Present:** Owen Anderson, Nicole Casner, Robert Edwards, Darrin Glad, Colleen Holz, Tina Krueger, Adriana McCleer, Dan McGinnis, Alex Niemi, Colleen Rortvedt, Karen Rose, Tasha Saecker, Maureen Ward, Mayor Woodford

**Present:** 9 - Hartjes, Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller and Brozek

**Excused:** 2 - Exarhos and Sivasamy

3. Approval of minutes from previous meeting

[22-0318](#) February 24, 2022 Meeting Minutes

**Attachments:** [February 24 2022 Library Board Meeting Minutes.pdf](#)

Looker moved, seconded by Hartjes, that the February 24, 2022 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)

**Public Participation & Communications**

[22-0139](#) Volunteer of The Year - Lisa Gardiner

[22-0319](#) Presentation on Capital Campaign Feasibility Study - Karen Rose

**Attachments:** [K. Rose Campaign APL CC Feasibility Study Report 3-15-2022.pdf](#)

**Establish Order of the Day**

President Scheuerman called for a motion to move Action Items 22-0320, 22-0321 and 22-0322 to a Consent Agenda.

Kellner moved, seconded by Keller that Action Items 22-0320, 22-0321 and 22-0322 be placed on a Consent Agenda. Voice Vote. Motion Carried. (9-0)

#### 4. Action Items

Looker moved, seconded by Hartjes that the Consent Agenda Action Items 22-0320, 22-0321 and 22-0322 be approved. Voice Vote. Motion Carried. (9-0)

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##### [22-0320](#)

Bill Register - February 2022

**Attachments:** [Bill Register-Feb-2022.pdf](#)  
[APL Financial MTD-Feb-2022.pdf](#)  
[APL Bill Register-Feb-rev-2022.pdf](#)  
[APL Financial Cash Flow-Feb-2022.pdf](#)

This Report Action Item was approved

##### [22-0321](#)

Recommendation to approve GovDeals for Auctioneer Services Vendor

**Attachments:** [Auctioneer Recommendation Board Memo-March 2022.pdf](#)

This Report Action Item was approved

##### [22-0322](#)

Report of the Personnel & Policy Committee

**Attachments:** [Personnel & Policy Committee Meeting 3-9-2022 Minutes.pdf](#)  
[Library Director Job Description 2010.pdf](#)  
[Library Director Job Description amended at Committee 3-9-2022.pdf](#)  
[Competency Definitions.pdf](#)  
[Art Policy Draft 3-4-2022.pdf](#)  
[Scholarship Policy Draft 3-2022.pdf](#)  
[Temporary Library Policy Suspensions.docx](#)  
[Trustee Essentials Chapter 5 - Hiring a Library Director.pdf](#)  
[Trustee Essentials Chapter 7 - The Library Board and Library Personnel.pdf](#)

This Report Action Item was approved

#### 5. Information Items

##### A. Administrative Report

##### [22-0323](#)

Library Building Project Update

**Attachments:** [Building Project Update March 2022.pdf](#)

[22-0324](#) Temporary Library Update

[22-0325](#) OWLS Updates  
- OWLS Move

**B. President  
President's Report**

[22-0326](#) Trustee Development: Who Uses The Library - Part 2

**Attachments:** [WhoUsesLibraryP2.pdf](#)

**C. Friends Report**

[22-0327](#) Friends Capital Campaign Feasibility Study

**D. Staff Updates**

[22-0328](#) Community Partnerships Updates

**6. Adjournment**

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

The meeting was adjourned at 5:56pm





**OFFICE OF THE GOVERNOR**

**CERTIFICATE OF COMMENDATION**

HONORING

*Appleton Public Library*

ON BEHALF OF THE PEOPLE OF THE STATE OF WISCONSIN,  
I AM PLEASED TO COMMEND APPLETON PUBLIC LIBRARY  
FOR ITS SERVICE TO OUR STATE.

PUBLIC LIBRARIES IN WISCONSIN ARE THE HEARTS OF  
OUR CITIES, TOWNS, VILLAGES, AND COMMUNITIES, AND HAVE LONG  
SERVED AS TRUSTED AND TREASURED INSTITUTIONS THAT OFFER OPPORTUNITIES  
FOR ALL PEOPLE TO EXPLORE NEW WORLDS, LEARN IMPORTANT SKILLS,  
ACCESS CRITICAL RESOURCES, AND BECOME MORE  
ENGAGED CITIZENS OF OUR DEMOCRACY.

I EXTEND MY PERSONAL THANKS TO APPLETON PUBLIC LIBRARY FOR ITS  
COUNTLESS CONTRIBUTIONS TO THE APPLETON COMMUNITY AND FOR SERVING  
AS A BOLD EXAMPLE FOR PUBLIC LIBRARIES EVERYWHERE.

DONE ON THIS 10TH DAY OF  
DECEMBER 2021.

*Tony Evers*  
TONY EVERS  
GOVERNOR



**CITY OF APPLETON**  
**BUDGET AMENDMENT REQUEST**  
**Budget Year 2022**

<u>Description</u>	ORG	OBJECT	PROJ (in GL)	<u>Amount</u>
	PROJECT	SEG 1	SEG 2	
<b>Friends Grant Distribution</b>	<b>LIB-FRIEND</b>	<b>LIBADMIN</b>	<b>OTHREIMB</b>	<b>\$ 5,000</b>
Admin: Advertising	LIB-FRIEND	LIBADMIN	ADVERTISING	\$ 2,500
Admin: Contracts	LIB-FRIEND	LIBADMIN	OTHCONTR	\$ 2,500
<b>Other Reimbursements: OWLS materials support</b>	<b>16032</b>	<b>503500</b>		<b>\$ 21,000</b>
MM: Library Materials	16032	631500		\$ 21,000
<b>Other Reimbursements: OWLS training &amp; travel suppo</b>	<b>16010</b>	<b>503500</b>		<b>\$ 3,500</b>
Admin: Training & Travel	16010	641200		\$ 3,500
<b>Other Reimbursements: OWLS: Promotional mat.</b>	<b>16010</b>	<b>503500</b>		<b>\$ 60</b>
Admin:Supplies	16010	641200		\$ 60

For the purpose of:

- Friends of APL second half remaining distribution of 2021 grant funds
- OWLS funds supporting the purchase of library materials
- OWLS funds supporting SLP promotional supplies
- OWLS funds supporting the Training and Travel

Requested by:

\_\_\_\_\_  
 Department Head

\_\_\_\_\_  
 Date

**Information:**

**Action:**

\_\_\_\_\_  
 Finance Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Date

Reported to Finance Committee:

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Finance comments:

Budget Entry (BE) No.: \_\_\_\_\_