



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Wednesday, December 14, 2016

8:00 AM

225 N. Oneida Street

Personnel & Policy Committee Meeting

1. Call meeting to order

2. Roll call of membership

3. Action Items

A. [16-1899](#) Library Director's end of year 2016 performance review

B. [16-1900](#) APL Policy Updates

i. [16-1906](#) Digital Creation Lab and Equipment Policy

Attachments: [Library - Digital Creation Lab and Equipment Policy Redline \(edited 12-8-16\).pdf](#)

ii. [16-1907](#) Displays Policy

Attachments: [Library - Display Policy Redlined \(edited 12-8-16\).pdf](#)

iii. [16-1908](#) Security Policy

Attachments: [Library - Security Policy Redline \(12-8-16\).pdf](#)

iv. [16-1909](#) Comfort Room Policy

Attachments: [Library - Comfort Room Policy Redline \(edited 12-8-16\).pdf](#)

v. [16-1910](#) Children's Room Use Policy

Attachments: [Library - Children's Room Policy \(edited \(12-8-16\).pdf](#)

vi. [16-1911](#) Meeting Room and Study Room Policy

Attachments: [Library - Meeting and Study Room Redline \(edited 12-8-16\).pdf](#)

4. Information Items

- A. [16-1901](#) Library Board of Trustees Bylaws

Attachments: [Bylaws draft \(edited 12-8-16\).pdf](#)

A. Closed Session

The Committee may meet in Closed Session pursuant to WI statute 19.85(f)(c) to discuss personnel matters and then may resume meeting in Open Session.

5. Adjournment

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

DIGITAL CREATION LAB USE AND EQUIPMENT

Formatted: Font: 16 pt

I. PURPOSE

To ensure access to and appropriate use of the Appleton Public Library's ("Library") Digital Creation Lab workstations ("workstation") and digital creation and support equipment ("equipment").

II. POLICY

1. Application of Policies. All Library policies, in addition to any relevant and applicable ordinances and statutes, apply to ~~the use of e of this workspace~~ workstations and equipment.

Formatted: Underline

2. Restrictions. The Library may impose restrictions regarding ~~Lab space, equipment use~~ the use of workstations and equipment, including, time limits, and ~~for~~ types of use.

Formatted: Underline

3. Priority of Use. Priority for use of workstations and equipment will be given to ~~users~~ patrons who are working on digital media projects utilizing specialized hardware and software ~~in the lab~~. The ~~media lab~~ workstation and equipment is not intended for general web browsing.

Formatted: Underline

4. Loans. The Library ~~has a limited amount of equipment available to~~ loans a number of digital creation and support equipment for to ~~users~~ patrons who have a valid Appleton Public Library card in good standing. All equipment will be loaned on a first-come, first-served basis.

Formatted: Underline

5. Loss and Damage. The Library shall not be liable to any loss of or damage to personal data or property that may occur ~~during the use~~ with the use of a workstation or library equipment.

Formatted: Underline

6. Fees. The Library may charge a fee or ~~require the ecover~~ full replacement costs for the following situations:

Formatted: Underline

- a. ~~Items~~ Equipment returned ~~overdue~~ overdue.
- b. ~~Damaged item~~ equipment, and
- c. ~~Replacement of items~~ equipment damaged or not returned.

Formatted: Indent: First line: 0.5"

7. Warranty. The Library makes no warranties or representations regarding its equipment, software, etc., and, in exchange for being permitted to use these materials, the ~~user~~ patron agrees to indemnify, defend and hold the ~~Library~~ City of Appleton harmless from any claims for damages arising in any way out of the materials' use.

Formatted: Underline

~~Adopted~~ Approved 6/15; amended : ~~Draft Proposal June 2015~~

Formatted: Font: Italic

Formatted: Font: Italic

~~BOARD OF TRUSTEES – BYLAWS~~ DISPLAYS POLICY

Formatted: Centered

I. PURPOSE

Display space is available at the Appleton Public Library (“APL Library”) as a way to allow the APL Library and the community to share culture, art, information, history and experiences. The display space is not intended to be used as a platform for expressing one belief or agenda over another. The APL Library welcomes displays on an equitable and impartial basis. Displays that are not made by the APL Library do not in any way constitute an endorsement by the APL Library of a person, event, group, belief or viewpoint.

II. POLICY

1. First-Come/First-Served. Display spaces are available on a first-come, first-served basis, ~~and are booked through the Community Partnership Section of the APL. A.~~ If there are multiple requests for a space made at the same time, preference is given to the APL Library and APL Library co-sponsored displays. Secondary preference shall be given to the City of Appleton, other government agencies, and local non-profit/community groups.

2. Impartiality. Display space is provided on an impartial basis, regardless of the beliefs or affiliations of the individual or group requesting space.

3. Intent. The intent of offering display space is for the APL Library and the community to share culture, art, information, history and experiences, ~~and d~~ Displays and should reflect this intent while also ensuring that the display is appropriate for a wide-range of ages.

4. Inspection. The APL Library Director or designee reserves the right to inspect all displays prior to being displayed, and may deny the right to display items that are for commercial purposes, that are not appropriate for a wide-range of ages, or that are illegal, obscene, defamatory or otherwise inappropriate for display at the APL Library.

5. Frequency. Individuals, groups or organizations may reserve one display space per year and may reserve a display space up to six months in advance.

6. Use of Space. Displays must use the space assigned to them. Displays larger than the display space assigned will require permission from the Library ~~Administration~~ Director or designee.

7. Sale of Items ~~Display. Items on The~~ display or items on display must not be priced for sale. The displayer may leave their contact information near the ~~items display or items on display~~ in the form of a business card or ~~signage-small sign~~ with the displayer's name and contact information.

a. This provision does not ~~include-apply to~~ sponsored or co-sponsored exhibits or approved art exhibits.

- b. The Library Director is authorized to make exceptions for the sale of ~~items displays and items on display~~ where an agreed upon portion of the proceeds is donated to the ~~APL Library~~, the Friends of the Library, or for the sale of items displayed by program performers.

8. Signage. All displays must have clear signage provided by the displayer explaining the content of the display and must include language stating: "The Appleton Public Library does not endorse the viewpoint or belief of any display or displayer." The signage must be approved by library staff.

9. Indemnification. In consideration for being allowed to display items, the displayer must agree to hold harmless the City of Appleton for any damage or loss to the items on display. This agreement is contained in the waiver form that must be signed by the displayer prior to the items being displayed.

10. Disposal of Items. Should a display item be left at the ~~APL Library~~ more than thirty (30) days after the end of the display period the ~~APL Library~~ may discard the items.

11. Discontinuation. Both the ~~APL Library~~ and the displayer reserve the right to discontinue a display at any time and for any reason.

12. Appeal. Should a display be discontinued by the ~~APL Library~~, or the right to display be denied by the ~~APL Library~~, the displayer may appeal the decision to the Library Board of Trustees.

13. ~~APL Library Specific Rules~~

~~1a.~~ Frequency. Staff of the ~~APL Library~~ may reserve one display space per month and may reserve a display space up to twelve months in advance.

~~2b.~~ Set Up/Take Down. ~~Children's Services facilitates set up and take down of displays within the Children's Section. The Public Services Section facilitates set up and take down of displays throughout the rest of the Library.~~

~~c.~~ Intent. ~~APL Library~~ sponsored and co-sponsored displays must be educational, informational, civic, historical, artistic or cultural in nature.

~~a.i.~~ Displays in whole or in part on potentially controversial topics (for example: euthanasia, capital punishment, gun control, abortion, etc.) should represent as many opinions toward the topic as possible to create a balanced representation.

~~b.ii.~~ -Religious and political displays must not advocate for a single point of view or for a current political issue or election.

~~Set Up/Take Down. Children's Services facilitates set up and take down of displays within the Children's Section. The Community Partnerships Section facilitates set up and take down of displays throughout the rest of the library.~~

Formatted: Indent: Hanging: 0.5"

Formatted: Underline

Formatted: Indent: Left: 1", First line: 0"



SECURITY POLICY

I. PURPOSE

The purpose of this policy is to maintain a safe and secure environment for the library staff of the Appleton Public Library ("Library") and the public in accordance with the Library's Rules of Conduct Policy.

II. POLICY

1. Monitoring. Library staff ~~The library~~ will monitor public behavior using staff and security equipment, subject to provisions of Wis. Stat. § 43.30 and the Library's Privacy Policy.

~~2. Inappropriate behavior of any library patron will be addressed with a response proportionate to the severity of the behavior.~~

~~23.~~ Enforcement. Enforcement of this policy is the responsibility of all Library staff.

~~a.~~ SAL staff members are expected to deal with any inappropriate behavior they encounter. Supervisors, professional librarians and Operations Clerks are expected to have a greater awareness of this policy and exhibit a willingness to step in and serve as a resource in helping other staff deal with problems.

Formatted: Indent: Left: 0", Hanging: 0.5"

~~ab.~~ Asking for Help. SAL staff members have the right to ask other staff members, security and/or the police for assistance and should provide assistance to other staff when able and requested.

Formatted: Underline

~~be.~~ Contacting Police. SAL staff members may contact the Appleton Police Department ("APD") at any time to preserve his or her own safety, the safety of the public, library users or and to request for assistance in enforcing this policy and preserving the library environment as defined by the policies adopted by the Library Board of Trustees ("library board").

Formatted: Underline

~~d.~~ Supervisors, professional librarians and Operations Clerks are expected to have a greater awareness of this policy and exhibit a willingness to step in and serve as a resource in helping other staff deal with problems.

~~ec.~~ Using Judgment. Library's staff members who have acted in their best with reasonable judgment in addressing violations of library policies and any other law, rule or regulation will be supported by their supervisor, the librarian in charge and the administration.

Formatted: Underline

~~34.~~ Response to Inappropriate Behavior:

~~a.~~ Level of Response. Inappropriate behavior will be addressed with a response proportionate to the severity of the behavior, with the exception of the ~~Any staff member observing Class 1 behavior, as defined in Section 5(a) below, which requires must contact~~ the APD be contacted immediately, followed by contacting the librarian in charge or their supervisor.

b. Juvenile Patrons. If a juvenile patron violates a Rule of Conduct, or any other rule or regulation, staff may contact their parent/guardian.

c.b. Restriction.

i. Authority. The library board delegates authority to restrict people from the library ~~for an extended period of time to~~ the Library Director and Assistant Library Director. If the Director and Assistant Director are unavailable, a Section Supervisor may restrict an individual for up to fourteen (14) consecutive days. Evictions will generally be from the Library building as a whole, not just an area, and is generally for the balance of the day.

e. ~~The library board may also restrict individuals from entering the library for the following time periods:~~

i. ~~a~~ A specified limited time,

ii. ~~Indefinitely, pending some specified legal condition or ruling, or~~

iii. ~~Permanently.~~

ii. Length. ~~The length of the a restriction will depend on the following factors: severity of the offense, whether there are prior offenses, and the safety of staff and patrons,~~ as applicable, though other factors may be considered. ~~in specific cases:~~

i. ~~Severity of offense,~~

ii. ~~Prior and/or repeated offenses,~~

iii. ~~Likelihood of possible continued offenses, and/or~~

iv. ~~Safety of library staff and patrons~~

e.iii. Notice. When a patron ~~n individual~~ receives a library restriction, the patron ~~at person~~ and the APD must be notified within 2 business days of the restriction in writing by the Library Director or designee, and the information ~~will~~ must be made available to library staff. Should a restricted ~~individual~~ patron return to the library in violation of the restriction, staff should contact the APD.

f.d. Use of Equipment. ~~Any sStaff members~~ may stop ~~someone a patron~~ from using Library equipment, ~~or may contact a supervisor about a patron's use of equipment,~~ if the use violates a rules or policy, ~~or may contact a supervisor, as the situation warrants. The Library Director of Assistant Director, Supervisors or and administrators~~ may ~~bar~~ restrict patrons from using the library equipment for a period of time or permanently ~~if the patron violated a rule or policy by~~ placing the reason and length of the restriction in writing and providing it to the patron.

Formatted: Not Highlight

Formatted: Not Highlight

ge. Warnings. ~~Any~~ Staff members may issue a verbal warning ~~or~~ may refer a problem to a monitor, supervisor or the librarian in charge, unless it involves a Class 1 offense pursuant to sections 5(a) herein, in which case the APD must be contacted.

~~h. Any staff member may evict a patron for violations of library rules or policies. Eviction will generally be from the library building as a whole, not just an area, and is generally for the balance of the day. In the case of juvenile patrons, staff may contact their parents or guardian~~

if. Identification. ~~SAH~~ staff members are authorized to request identification from library ~~users~~ patrons as necessary and appropriate for safety and security, or when library rules have been violated. Refusal to identify oneself under these circumstances may be grounds for contacting the APD.

~~g.~~ Photographs. ~~SAH~~ staff members have the right to take photographs of patrons as needed to identify them for security purposes.

kk. Communication. Library staff will communicate disciplinary actions with one another, including reports to the supervisor, operations staff or librarian in charge. Disciplinary actions beyond verbal warnings must be documented by library staff.

5. Classes of Behavior and Response and responses:

a. Class 1 - Serious ~~d~~Danger or ~~e~~Overt ~~e~~Criminal ~~b~~Behavior. Staff response must include calling the APD and may result in the patron being immediately restricted from the Library. Examples including ~~age~~, but ~~are~~ not limited to:

- i. Fighting or combative behavior,
- ii. Exhibitionism,
- iii. Inappropriate, overt, and/or unwelcome sexual behavior,
- iv. Threats,
- v. Refusal to leave when asked,
- vi. Physical abuse,
- vii. Stalking,
- viii. Possession of illegal drugs,
- ix. Child pornography,
- x. Theft, including theft of library materials,
- xi. Vandalism.

~~Staff response must include calling the APD and may result in the patron being immediately evicted and/or a restriction from the library.~~

b. Class 2 - Potentially ~~Serious~~ ~~B~~Behavior. Staff response will vary according to the severity of the disruption or threat, ranging from a warning to calling the APD to immediate restriction from the Library. Examples including ~~age~~, but are not limited to:

- i. Alcohol or drug intoxication,
- ii. Possession of weapons,
- iii. Possession of alcohol, except as part of an approved program,
- iv. Verbal abuse of staff or other patrons,
- v. Loitering in a manner that interferes with others,
- vi. Excessively emotional, hostile, threatening or uncontrolled behavior,

- vii. Use of loud profanity, obscenity or obscene gestures,
- viii. Intentional entry into restricted areas of the building,
- ix. Panhandling,
- x. Intrusive behavior, including staring at or following staff or patrons with the intent to annoy, harass them, violate privacy, or interfere with staff performance of duties or patrons use of the library.

~~Staff response will vary according to the severity of the disruption or threat, ranging from a warning to calling the APD to immediate eviction and/or a restriction from the library.~~

- c. Class 3 - Annoying or ~~d~~Disruptive ~~b~~Behavior. Staff response will vary according to the severity of the disruption, ranging from tolerance to warning. In severe or repeated cases, eviction, calling the APD or a library restriction may follow. Examples include, but are not limited to:

- i. Bodily hygiene which is so offensive that it is a nuisance to patrons and staff,
- ii. Loudness and/or talking in monologues,
- iii. Monopolizing the time of staff,
- iv. Inappropriate public displays of affection,
- v. Blocking the library entry or sidewalk in front of the building,
- vi. Loud profanity or obscenity in front of the building or in the parking lot,
- vii. Other violations of the Rules of Conduct Policy

- 6. Appeals. Individuals who are restricted from the Library or from using Library equipment may request a reconsideration of their restriction from the Library Director. The request for reconsideration may be made in writing or orally. The person requesting the reconsideration may present relevant information to the Library Director to support their request. The Library Director will respond to the reconsideration request in writing within fourteen (14) regular business days. If the person is dissatisfied with the decision of the Library Director, he/she may appeal to the library board pursuant to the library board's Bylaws.

~~*Approved: within fourteen (14) regular business days after notification of the decision. The library board will reconsider the decision at its next regularly scheduled meeting, allowing for fourteen (14) calendar days review time by the library board. The person appealing the decision shall be notified of the date, time and location the library board will hear the matter, and may appear at the board meeting to be heard. The person may be required to be accompanied or escorted to the meeting. Should the person requesting the appeal be unable to appear in person, he/she may ask the library board to consider the merits of the request based on a written statement. The library board shall base its reconsideration on whether the decision conforms to this policy, and the matter will be heard and voted on in accordance with the library board's bylaws. The decision of the library board shall be final.*~~ 5/02. Amended: 4/05; 6/07; 8/16.

COMFORT ROOM POLICY

I. PURPOSE

The comfort room in the Children's Department at the Appleton Public Library ("Library") is for use by ~~lactating~~ staff or patrons for the purpose of privately expressing breast milk or calming small children and infants as needed.
~~Policy~~

II. POLICY

1. Availability. The comfort room will be made available on an equitable basis, regardless of the beliefs, identity or affiliations of individuals requesting use. ~~Employees~~City employees will be given first opportunity for use based on laws requiring employers to provide accommodations for nursing mothers.

2. Use of Room. ~~The comfort room~~ may be used for: ~~• Private~~ private lactation, nursing, or calming children
3. ~~Room.~~ The comfort room may not be used for: ~~• Anything any~~ other ~~than private lactation, nursing or calming~~ children. ~~4. reason.~~ Only one adult is permitted in the room at a time.

4. Requesting Use. Patrons may request use of the comfort room at the Children's Services desk. ~~5. Employees may request use by speaking to their supervisor.~~

5. Frequency of Use. Individual patrons may use the comfort room for up to one hour each day. ~~6. No charge will be made by the library for use.~~ ~~7. Employees may use the comfort room as permitted by their supervisor pursuant to local, state and federal laws.~~

6. Cost. There is no cost to patrons or employees to use the comfort room.

7. Rules of Conduct. Individuals using the comfort room must follow the ~~Library~~Library's Rules of Conduct.

8. Supervision of Children. Caregivers using the comfort room must remain in direct supervision of all children who are with them or have another appropriate caregiver supervising the children. ~~9. Staff has the discretionary authority to limit the number of children in the room.~~ ~~10. The room~~

9. Enforcement. Library staff is ~~not large enough~~authorized to ~~accommodate more than one adult.~~enforce this policy, and may request that any persons using the comfort room inappropriately leave the room or the Library pursuant to the Library's Security Policy.



CHILDREN’S ROOM USE POLICY

I. PURPOSE

The Appleton Public Library (“Library”) welcomes people of all ages to use its facilities and services. In an effort to ensure the safety and wellbeing of children, and maintain an atmosphere of constructive library use, the following policy regarding appropriate use of the Children’s Room is adopted.

II. POLICY

1. Intended Use. The materials, services and equipment in the Appleton Public Library Children’s Room are intended for the use of children up to the age of 14, their parents and caregivers, and others needing children’s materials and services for some specific purpose. All other patrons are asked to use the adult areas of the library.

Formatted: Underline

2. Appropriate use of the Children’s room includes:

a. Use by children birth to age 14.

Formatted: Indent: First line: 0"

b. Use by a parent or caregiver while attending a child in the library. Parents and caregivers should generally be with the child in their care and assisting the child in using library resources. Other intended uses include:

Formatted: Indent: Left: 0", First line: 0"

ea. Use by a teacher, day care provider, researcher, etc., in developing curricula or other resources related to children’s literature or materials.

eb. Use by a patron over age 14 when materials suitable to the patron’s particular needs are not available in the adult areas of the Library.

ec. Tour groups, visiting librarians, library volunteers, teachers, city officials, trades people, or others visiting the Children’s area for business-related purposes.

23. Materials/Computers. ~~Use of materials~~ Materials and/or computers in the Children’s Room that are openly available for viewing by others must be used appropriately for all children using the area, including ensuring that material is only viewable by the intended and consenting person. ~~Material that is not appropriate includes but may not be limited to sexualized nudity and/or extreme violence toward fantasy characters, human-like characters or recognizable animals.~~

Formatted: Underline

3. Prohibited Activities. The following activities, in addition to any other activity prohibited by policy, ordinance or statute, are prohibited in the Children’s Room:

Formatted: Underline

a. Loud, running commentary that is violent, obscene or profane.

Formatted: Indent: First line: 0.5"

b. Material that depicts sexualized nudity or extreme violence toward people, fantasy characters, human-like characters or recognizable animals. ~~Loud, running violent commentary and/or use of profane language is also not appropriate in Children’s Services.~~

Formatted: Indent: Left: 0.5", Hanging: 0.5"

4. Enforcement. Staff is authorized to enforce this policy, and may request that any persons using the ~~C~~ehildren's Room~~area~~ inappropriately or not for its intended use leave the ~~area~~Children's Room or the Library pursuant to the ~~Appleton Public~~Library's Security Policy.

Formatted: Underline

Approved: 04/03_ ~~re~~Amended: -8/16

MEETING AND STUDY ROOM POLICY

I. PURPOSE

Appleton Public Library (“~~APL~~” or “~~library~~Library”) encourages the use of its meeting and study rooms by the public when the use does not interfere with the normal ~~functions of the library. These spaces are made~~function of the Library and when the use conforms to the guidelines of this policy. Meeting and study rooms are available to the public free of charge regardless of the beliefs or affiliations of ~~individual~~the individual or ~~groups~~group requesting ~~their~~the use.

II. POLICY

1. Guidelines and General Rules~~for Meeting and Study Rooms~~ 1. All.

- a. To use a meeting ~~and/or~~ study room~~-users~~, a person must sign up ~~for their use prior to~~in advance of the use of the room. ~~By signing up for the use, the user agrees~~ and must agree to abide by this policy, as well as all ~~of the guidelines~~other applicable laws, regulations and ~~rules herein~~. 2. policies.
- b. Preference ~~effor~~ for meeting and study ~~rooms~~room reservations is given to library sponsored and co-sponsored ~~program~~.programs first. Secondary preference ~~shall be~~is given to the City of Appleton (“~~city~~City”), other government agencies and local non-profit/community groups. 3.
- c. The ~~use~~following are prohibited uses of meeting and study rooms:
 - i. Use that ~~involve~~involves the sale, advertising, solicitation (including the solicitation of donations and gifts), and/or promotion of ~~commercial~~products and services~~is prohibited~~. 4., with the exception of self-authored books and original music that is being sold and/or promoted by the author or creator of the book or music.
 - ii. Personal, company and~~/or~~ family meetings and parties~~in meeting or study rooms are prohibited~~. 5. No fees.
 - iii. Use that requires a fee of any kind, including entrance fees or participation fees, ~~shall be charged by a user or attendee of a program in a meeting or study room. a. This guideline is waived for library~~with the exception of library fundraising activities and for fees associated with participating in ~~city~~City sponsored functions. 6. Users agree
 - iv. Use intended, directly or indirectly, to ~~abide by all regulations of~~obtain clients or customers for a for-profit service or company.
 - v. Any other use that the ~~library relating to~~Library reasonably believes will violate the ~~use~~purpose of ~~the facilities~~. 7. this policy.
- d. Meeting and study rooms ~~shall~~must be left in an orderly condition ~~after their use~~ and users agree

to accept responsibility for any and all ~~damages~~ damage caused to the ~~building~~ room and/or equipment ~~beyond normal wear and tear~~ in the room.

- i. If library staff must provide more than reasonable cleanup, a minimum fee of \$25 will be charged to the individual who signed up for the use of the room pursuant to ~~¶~~ paragraph 1.a ~~herein~~. ~~b. Additional fees may be charged depending on the actual cost of cleaning and/or repair.~~ ~~c.~~
- ii. Any fee charged must be paid in full before the individual may reserve or use a meeting or study room again. ~~8. Nothing shall be temporarily~~
- e. Temporarily or permanently ~~attached~~ attaching items to the walls of the meeting or study rooms ~~9-~~ is prohibited.
- f. Directional ~~signage~~ signs may be posted on the first floor using a library provided stand. Reasonable ~~signage amounts of signs~~ may be used in the basement. All ~~signage~~ signs must comply with library policies. ~~10-~~
- g. Light refreshments may be served. No alcohol may be served. ~~11-~~
- h. The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library regulations. ~~12-~~
- i. Library staff must have free access to meeting rooms at all times and no entry or exit door may be locked or barred. ~~13-~~
- j. The Library reserves the right to take photographs of events for its own records and for future promotional materials. ~~14. Before taking a photograph of a person, the Library will first obtain written consent.~~
- k. The Library does not advocate or endorse the viewpoints of meetings or meeting room users, and ~~groups and/or individuals shall~~ meeting room users must not publicize their event in any manner that implies that it is sponsored, co-sponsored, endorsed or approved by the Library unless permission to do so has been given in advance by the library director.
- l. In the event a person fails to comply with this policy, or any other applicable law, regulation or policy, he or she may be removed from the Library and denied the right to use the Library's meeting and study rooms in the future, in addition to any other applicable penalties and charges.

2. Meeting Room Policies 1- Rules.

- a. The meeting rooms in the lower level of the Library are available for use by groups for the presentation of informational, educational or recreational meetings and programs. ~~2-~~
- b. Meetings held in meeting rooms must be open to the public. ~~3-~~
- c. Meeting rooms are intended for larger groups, and therefore a minimum attendance requirement may be imposed. ~~a-~~ Meeting rooms are not intended for ~~one-on-one~~ one-on-one discussions, study or tutoring (see study room information below). ~~4-~~

- d. No single group may have more than three (3) meetings reserved in advance in a six (6) month period. Exceptions are library sponsored and co-sponsored activities, or library system sponsored programs, and ~~those events~~ offered by the ~~city.~~ ~~5. City.~~
- e. Meeting rooms may be reserved through the online meeting room booking system or by calling the library administration. ~~6. Users of the meeting rooms will follow library policies and the guidelines above regarding meeting room use.~~ ~~7.~~
- f. Anyone using the Community Piano must comply with the Piano Policy. ~~Children's Program Room~~
- g. The Library may schedule non-library ~~program~~ programs in the children's program rooms when lower level meeting rooms are not available ~~should~~ so long as the meeting ~~comply~~ complies with the ~~APL Library~~ Children's Room Appropriate Use Policy.

3. Study Room Policies Rules.

- a. The Library provides study rooms for individuals and small groups to meet and work quietly. These rooms are ~~booked~~ reserved through the Reference Desk. ~~1.~~
 - i. Individuals and small groups may request a study room when they are available on a first-come, ~~first served~~ first-served basis. ~~2. Rooms may be booked for two hours. Extensions may be granted if no one is waiting.~~ ~~3.~~
 - ii. Tutors may reserve a study ~~rooms~~ room up to one (1) month in advance by calling the Reference Desk. ~~4.~~
 - iii. Individuals may reserve a room the day of in person or by calling the Reference Desk. ~~5.~~
- b. Rooms may be reserved for up to two (2) hours. Extensions may be granted if no one is waiting to use the room.
- c. Study rooms may be booked in coordination with library administration following the meeting room reservation process for the following circumstances: ~~a.~~
 - i. Groups ~~that comply with meeting room usage but do not meet~~ meeting minimum size requirement ~~of rooms may be~~ for a meeting room may use a study room, which may be booked in advance ~~in a study room upon~~ with the approval of library administration. ~~b.~~
 - ii. Employers and employment agencies may use study rooms for open job interviews ~~upon~~ with the approval of library administration.
 - iii. Individuals and groups providing people free social services information may use study rooms with the approval of the library administration. ~~6.~~
 - iv. Individuals may request a specific room, however rooms will be assigned by library staff based on the size of group, room availability and needs of the user.

Approved: 12/98; Amended: 11/01; 09/09; 2/13; 10/15

ARTICLE I. IDENTIFICATION

This organization is the Board of Trustees ("Library Board"), of the Appleton Public Library ("Library"), located in Appleton, Wisconsin, as established by the Wisconsin municipality of the City Appleton ("City"), according to the provisions of Chapter 43 of the Wisconsin State Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statutes.

ARTICLE II. MEMBERSHIP

1. Appointment. ~~Appointments and terms of office are provided by the relevant subsections of Wisconsin Statutes 43.54(1) and 43.60 which provides, in part, that~~ The Library Board shall consist of nine members, eight of whom shall be appointed by the Mayor of Appleton with the approval of the Common Council and the ninth representing the Appleton Area School District. ~~A county chairperson, with the approval of the county board, may also appoint members to the Library Board pursuant to Wis. Stat. § 43.60.~~

~~The regular term of office shall be three years, except that the school district representative shall serve at the pleasure of the Superintendent of Schools, and the Alderperson of the Common Council appointed by the Mayor of Appleton shall serve a one year term.~~

2. Term. The regular term of office for shall be three years, except that the school district representative shall serve at the pleasure of the Superintendent of Schools.

ARTICLE III. OFFICERS

1. Officers. The officers of the Library Board shall be ~~the~~ a President, ~~a~~ Vice President, and ~~a~~ Secretary, each elected from among the Library Board members ~~at the organizational meeting described in Article IV, Paragraph 1.~~
~~at the annual meeting of the library board in September.~~

2. Terms of Office. Officers shall take office at the close of the ~~annual-organizational~~ meeting, described below in Article IV, Section 1, at which they are elected and shall serve from the close of that organizational meeting until the close of the subsequent ~~annual-organizational~~ meeting at which their successors are duly elected. No officer may serve more than two consecutive terms in a given office nor hold more than one office at a time.

3. Nominating Committee. A nominating committee, ~~and a chair thereof~~, shall be appointed by the President three months prior to the ~~annual-organizational~~ meeting and shall present a slate of officers at the ~~annual~~ organizational meeting. Additional nominations may be made from the floor ~~at that time during the organizational meeting~~ by any Library Board member or ~~f~~ officer.

4. Duties of the President. The principal duties of the President shall be to preside at all meetings of the Library Board, authorize calls for special meetings, ~~make appointments~~, and execute all documents as authorized by the board. The President appoints Library Board members to committees and such other special duties as may occur, and may be an ex officio voting member of all committees except the Nominating Committee.

5. Duties of the Vice President. The Vice President shall discharge the duties of the President in the event of the absence or disability ~~thereof of the President~~, or of a vacancy in that office, and, in addition, any other duties as designated by the Library Board.

6. Duties of the Secretary. The Secretary shall sign bill registers when the Library Board has approved expenditures and execute all documents as authorized. In the absence of the Secretary at any meeting, the President may appoint another Library Board member to act as temporary Secretary.

ARTICLE IV. MEETINGS

1. Organizational Meeting. The organizational meeting, which shall be for the purpose of electing officers as described above in Article III, Sec. 2, shall be held within 60 calendar days after the date of the beginning of board members terms, and no later than the regular meeting in August.

21. Regular Meetings. Regular meetings shall be held ~~once~~ each ~~calendar~~ month, the date and hour to be set up to one year in advance by the Library Board at the ~~first regular~~ meeting following the ~~annual-organizational~~ meeting. Meeting times and dates may be changed as need arises by a majority vote of the board. The President may reschedule a meeting should a ~~regularly-regular~~~~scheduled~~ meeting not achieve a quorum.

~~Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of electing officers, shall be held at the time of the regular meeting in September of each year.~~

3. Agendas and Notices. Library Board and committee meeting agendas and notices shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting. The ~~library~~ director shall send written notice and the agenda of each regular board meeting to the Library Board members at least 48 hours in advance of the meeting. A copy of the previous Library Board meeting minutes shall be provided ~~to~~ each member prior to the meeting date.

4. Special Meetings. Special meetings may be called by the President at any time deemed ~~warranted by the President~~~~advisable~~, or upon written request to the President by ~~at minimum of~~ three ~~-board~~ members, for the transaction of business as stated in the call. Except in cases of emergency, at least ~~-48 hours'~~ notice shall be given ~~to the board members of the special meeting~~. In no cases ~~may~~~~shall~~ less than two hours' notice be given. Notice may be by mail, phone or e-mail.

5. Quorum. A quorum for transaction of business at any Library Board meeting ~~or committee meeting~~ shall consist of a simple majority.

6. Minutes. Minutes of all meetings shall, at a minimum, indicate Library Board members and officers present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

7. Parliamentary Authority. Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of the Library Board meetings ~~and committee meetings, including~~ in all cases where there are inconsistencies with these bylaws and/or any applicable statutes.

8. Open Meetings Law Compliance. ~~All~~ Library Board meetings ~~and all committee meetings~~ shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98).

9. Voting. An affirmative **vote** of the majority of all members **and officers** of the Library Board **physically present at any** legally constituted meeting shall be necessary to approve any action before the Library Board. ~~Officers may vote upon and may move or second a proposal before the library board.~~

10. Attendance. ~~Board M~~members and officers shall be expected to attend all Library Board meetings **and committee meetings** except as ~~they are~~ prevented by a valid reason.

ARTICLE V. COMMITTEES

1. Standing Committees. The following standing committees **and chairs of the committees** shall be appointed by the President at the **first regular** meeting following the annual meeting:

- a. Personnel and Policy Committee: Makes recommendations to the Library Board on personnel matters, proposed revisions in bylaws, policies, rules and regulations; annually reviews any proposed salary adjustments and presents their recommendations to the Library Board; annually reviews the performance of the library director and works with the President to communicate this review to the director.
- b. Planning Committee: Makes recommendations to the Library Board on **library** goals and future library development.
- c. Building and Equipment Committee: Makes recommendations to the Library Board on matters of building and equipment.
- d. Scholarship Committee: Annually recommends to the Library Board awards for the Friends of Appleton Public Library/Frank P. Young Scholarship per **the Library's** Scholarship Policy.
- e. Finance Committee: Makes recommendations to the Library Board on the annual budget and other financial concerns. The common council representative on the Library Board shall serve on the Finance Committee.

2. Nominating Committee. See Article III, Section 3.

3. Ad Hoc Committees. The President shall appoint **special-ad hoc committees and a chair of the ad hoc committees** for such specific purpose as the business of the Library Board may require. These committees may include staff, members of the public **and/or** outside experts. ~~The Ad hoc committees~~ shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Library Board.

4. Authority. No committee shall have other than advisory powers.

5. Appointment. All Library Board members **and officers** shall be appointed to at least one committee.

6. Time, Location and Agenda. The time, date and location of ~~each~~ committee meetings shall be determined by the chair of the committee. ~~See Article IV, Section 3.~~

7. Quorum. A quorum for transaction of business at any committee meeting shall consist of a simple majority. ~~See Article IV, Section 5.~~

8. Minutes. Minutes are not required to be taken at committee meetings.

9. Parliamentary Authority. Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of committee meetings, including in all cases where there are inconsistencies with these bylaws and/or any applicable statutes.

~~See Article IV, Section 7.~~

10. Open Meetings Law Compliance. Committee meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98).~~See Article IV, Section 8.~~

11. Attendance. Board members and officers shall be expected to attend their assigned committee meetings except as they are prevented by a valid reason.~~See Article IV, Section 9.~~

ARTICLE VI. DUTIES OF THE LIBRARY BOARD

1. Responsibility. ~~Legal responsibility for the operation of the APL is vested in the library board. Subject to state and federal law, the library board has the power and duty to determine rules and regulations governing library operations and services.~~ The Library Board shall determine the policies, plans and services of the library. This includes bylaws, service policies, mission statement, long range plan, significant changes in levels or types of service, and changes in library hours.

2. Library Director. The Library Board shall select and appoint a properly certified and competent library director.

3. Duties and Compensation. The Library Board shall determine the duties and compensation of all library employees.

4. Budget and Audit. The Library Board shall advise in the preparation of the budget, approve the budget and make sure that adequate funds are provided to finance the approved budget. The board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library and shall approve all bill registers. The library is audited within the City's annual audit, and it is the responsibility of the Library Board to ensure the annual audit of the library is clean.

5. Community Relations. The Library Board shall cooperate with other public officials and boards and maintain vital public relations. The Library Board represents the library to the community and the community to the library.

6. Legislation. The Library Board shall study and support legislation that will benefit library patrons. The Library Board will remain up-to-date on proposed changes and implemented changes to legislation that may affect the library.

7. Annual Report. The Library Board shall approve and submit the required annual report to the appropriate division within the State of Wisconsin's Department of Public Instruction.

8. Appeals. A person ~~directly affected by and~~ dissatisfied with a decision made by the library ~~board~~director as it relates to the Library's Circulation Policy, Displays Policy, Security Policy may appeal the decision to the Library Board ~~may appeal the decision to the library board.~~ Appeal ~~requests of library board decisions~~ must be made in writing ~~whenever possible~~ and must be received by the Library Board within thirty (30) ~~regular~~ business days after the date the decision ~~date~~ was made by the library director. The Library Board must hear ~~library board decision~~ the appeals within ~~fifteen~~thirty (30~~15~~) business days of receiving the appeal unless the Library Board and the person requesting the appeal ~~all parties~~ agree to an alternative date. The ~~person appealing a decision of the library board will~~person requesting the appeal will be notified in writing by the library director of the date and time the Library Board will hear the appeal or will be provided with an explanation for why the Library Board will not hear the appeal (e.g., request filed too late, person requesting appeal has no grounds, etc.). At the appeal, the person

requesting the appeal ~~and~~ may appear in person to be heard on the issue or he/she may ask the Library Board to consider the merits of the appeal based on a written statement signed and dated by the person filing the appeal. Third party statements and testimony, as well as unauthenticated evidence, will be allowed at the discretion of the President. The decision of the Library Board shall be final.

ARTICLE VII. DUTIES OF THE LIBRARY DIRECTOR

1. Appointment and Term. The library director shall be appointed by the Library Board for an indefinite term and shall be responsible to the Library Board.
2. Duties. The library director shall be the executive and administrative officer of the library under review and direction of the Library Board. The director shall be responsible for operating within policies approved by the Library Board including, but not limited to:
 - a. Appointing and specifying duties and compensation of other library employees,
 - b. Providing proper direction, training and supervision of the library staff,
 - c. Serving as technical advisor to the Library Board,
 - d. Recommending policies, budget, changes in hours or services,
 - e. Recommending changes in the library's mission and long range plan,
 - f. Ensuring the care and maintenance of library property,
 - g. Ensuring the adequate and proper selection of materials,
 - h. Ensuring the efficiency of library service to the public, and
 - i. Overseeing financial operations and management of the budgeted appropriation and such other funds as may accrue to the library.
3. Meetings. The library director shall attend all Library Board meetings as a participant but shall have no vote. The director may be excused from closed sessions at the discretion of the Library Board. The director may designate another library staff member to attend in the event of the director's absence.
4. Appeals. The library director shall hear all requests for reconsideration made by citizens pertaining to and according with the Library's Circulation Policy, Displays Policy and Security Policy.

ARTICLE VIII. CONFLICT OF INTEREST

1. Private Capacity. Library Board members and officers shall not in their private capacity negotiate, bid for, or enter into a contract with the Library in which they have or may have direct or indirect financial interest.
2. Recusal. Library Board members and officers shall withdraw from any and all Library Board meeting and committee meeting discussions and/or deliberations in which the Library Board member or officer, or an immediate family member thereof, or an organization with which the Library Board member or officer is associated with, has or may have a substantial financial interest. Library Board members and officers shall not vote on any matter in which he or she has withdrawn. The Library Board member or officer is not required to disclose the reasons for his or her withdrawal or the nature of the conflict of interest.
3. Remuneration. Library Board members and officers shall not accept anything of value that could reasonably be expected or implied to influence his or her vote or other official action.

ARTICLE IX. GENERAL

1. Amendments. These bylaws may be amended by the majority vote of all members of the Library Board provided that the change had been proposed by a Library Board member or the library director at the preceding regular meeting, and that notice of the proposed amendment was included as a separate statement in the agenda of the meeting at which it is to be acted upon.

2. Rule Suspension. Any rule or resolution of the Library Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two thirds of the members of the Library Board shall be present and two thirds of those present shall so approve.

Approved: 6/97. Amended: 10/04; 11/15