



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes Library Board

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Tuesday, December 20, 2016

4:30 PM

225 N. Oneida Street

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1. Call meeting to order

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

2. Roll call of membership

**Others Present:** Travis Bartels, Jessica Brittnacher, Kristi Helmkamp, Tina Krueger, Tanya Misselt, Jan Quinlan, Teresa Rieckmann, Colleen Rortvedt, Tasha Saeker, Emily Truman, Maureen Ward

**Present:** 10 - Bergman, Hietpas, Looker, Scheuerman, Bloedow, Brault Pagel, Peterson, Dannecker, Kellner and Exarhos

**Others :** 1 - Panella

3. Approval of minutes from previous meeting

[16-1955](#)

November 15, 2016 Meeting Minutes

**Attachments:** [November 15 2016 Meeting Minutes.pdf](#)

Peterson moved, seconded by Dannecker, that the November 15, 2016 Meeting Minutes be approved. Voice Vote. Motion Carried. (10-0)

4. Public Appearances and Communication

**Establish Order of the Day**

President Scheuerman moved Agenda Action Item 5. D. ii. 16-1971 Library Director's 2016 end of year performance review to the end of the agenda for Closed Session.

5. Action Items

A. [16-1956](#)

November 2016 Bill Register

**Attachments:** [November Bill Register.pdf](#)  
[November Revenue and Expense Summary.pdf](#)  
[November Grant Revenue and Expense Summary.pdf](#)

Looker moved, seconded by Dannecker, that the November 2016 Bill Register be approved. Voice Vote. Motion Carried. (10-0)

- B. [16-1957](#)** December 2016 Budget Amendment
- Attachments:** [December Budget Amendment.pdf](#)
- Bergman moved, seconded by Dannecker, that the December 2016 Budget Amendment in the amount of \$17,000 be approved. Voice Vote. Motion Carried. (10-0)
- C. [16-1958](#)** Library Board 2017 Meeting Schedule
- Attachments:** [APL Board Meeting Schedule 2017.pdf](#)
- Looker moved, seconded by Bloedow, that the 2017 Library Board Meeting Schedule be approved. Voice Vote. Motion Carried. (10-0)
- D. [16-1959](#)** Report of the Personnel & Policy Committee
- Attachments:** [Personnel & Policy Committee Meeting Minutes 12-14-2016.pdf](#)
- i. [16-1970](#)** APL Policies - updates: Digital Creation Lab and Equipment Policy, Displays Policy, Security Policy, Comfort Room Policy, Children's Room Use Policy, Meeting Room and Study Room Policy
- Attachments:** [Library - Digital Creation Lab and Equipment Policy Redline \(edited 12-8-16\).pdf](#)  
[Library - Display Policy Redlined \(edited 12-8-16\).pdf](#)  
[Library - Security Policy AMENDED Redline \(12-14-16\).pdf](#)  
[Library - Comfort Room Policy Redline \(edited 12-8-16\).pdf](#)  
[Library - Children's Room Policy \(edited \(12-8-16\).pdf](#)  
[Library - Meeting and Study Room Amended Redline \(edited 12-19-16\).pdf](#)
- Dannecker moved, seconded by Kellner, that the amended APL policy updates to the Digital Creation Lab and Equipment Policy, Displays Policy, Security Policy, Comfort Room Policy and Children's Room Policy be approved. Voice Vote. Motion Carried. (10-0)
- Dannecker moved, seconded by Bergman that the amendment to the amended APL Meeting Room and Study Room Policy be approved. Voice Vote. Motion Carried. (10-0)
- E. [16-1960](#)** Report of the Friends / Frank P. Young Scholarship Committee
- Attachments:** [Scholarship Committee Meeting Minutes 12-13-2016.pdf](#)
- Bloedow moved, seconded by Dannecker, that the Report of the Scholarship Committee to split the \$1000 Friends of Appleton Library / Frank P. Young Scholarship between two recipients be approved. Voice Vote. Motion Carried. (10-0)

**6. Information Items****A. Director's Report**

- i. [16-1961](#) Update on the Thompson Center Taskforce
- ii. [16-1972](#) Library Board of Trustees Bylaws

**Attachments:** [Bylaws draft AMENDED 12-14-16\).pdf](#)

*Dannecker recommended the updates to The Library Board of Trustees Bylaws be brought back to the January 17, 2017 Board meeting as an action item.*

**B. President's Report**

- i. [16-1962](#) Update to the City of Appleton Comprehensive Plan and the Downtown Chapter
- ii. [16-1964](#) Trustee Training and Discussion on Chapters 3 and 4 of the Trustee Essentials: A Handbook for Wisconsin Public Library Trustees  
Chapter 3: Bylaws - Organizing the Board for Effective Action  
Chapter 4: Effective Board Meetings and Trustee Participation

**Attachments:** [Trustee Essentials Chapter 3.pdf](#)  
[Trustee Essentials Chapter 4.pdf](#)

**C. Assistant Director's Report**

- i. [16-1965](#) Public Library System Redesign Project

**D. Friend's Report**

- i. [16-1966](#) End of year Friends updates

**7. Recent & Upcoming Programs**

- [16-1967](#)
  - i. Artist in Residence - Mariana Russell
  - ii. Tween Scene Series

## Closed Session

Dannecker moved, seconded by Peterson that the Board meet in Closed Session pursuant to WI statute 19.85(f)(c) to discuss personnel matters. Voice Vote. Motion Carried. (10-0)

Roll Call was taken.

The meeting moved into Closed Session at 5:55 pm

Peterson moved, seconded by Dannecker that the Board resume meeting in Open Session. Voice Vote. Motion Carried. (10-0)

Roll Call was taken.

The meeting resumed meeting in Open Session at 6:25 pm

### 16-1971

Library Director's 2016 end of year performance review

Bergman moved, seconded by Dannecker, that the recommendation of the Personnel and Policy Committee to approve the Library Director's 2016 end of year performance review and the recommendation by the full board in Closed Session to amend the recommendation to include the rating of the 5 competencies be approved. Voice Vote. Motion Carried. (10-0)

## 8. Adjournment

Looker moved, seconded by Exarhos that the meeting be adjourned. Voice Vote. Motion Carried. (10-0)

The meeting was adjourned at 6:30 pm