



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes Library Board

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Monday, November 6, 2017

3:00 PM

225 N. Oneida Street

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### Personnel & Policy Committee

#### 1. Call meeting to order

Chairperson Suzanne Brault called the meeting to order at 3:04 pm

#### 2. Roll call of membership

**Others Present:** Mayor Hanna, Colleen Rortvedt, Tasha Saecker, Maureen Ward

**Present:** 4 - Kellner, Brault, Bloedow and Scheuerman

**Others :** 1 - Looker

#### 3. Action Items

##### Closed Session

Bloedow moved, seconded by Scheuerman that the meeting move into Closed Session pursuant to WI statute 19.85(f)(c) to discuss personnel matters. Voice Vote. Motion Carried. (4-0)

Roll Call was taken.

The Committee went into Closed Session at 3:13 pm

Bloedow moved, seconded by Kellner that the meeting move into Open Session pursuant to WI statute 19.85(f)(c). Voice Vote. Motion Carried. (4-0)

Roll Call was taken.

The Committee resumed meeting in Open Session at 3:47 pm

##### A. [17-1718](#)

Library Director's 2017 End of Year Performance Evaluation

Scheuerman moved, seconded by Kellner, that the Library Director's 2017 End of Year Performance Evaluation be recommended for approval. Voice Vote. Motion Carried. (4-0)

##### B. [17-1719](#)

City of Appleton Salary Administration Policy - Request Approval of Sections 5D - 5H: Compensation Plan Components through Overtime

**Attachments:** [Salary Administration Policy 5D-H.pdf](#)

Kellner moved, seconded by Scheuerman, that the City of Appleton Salary Administration Policy Sections 5D. through 5H. be recommended for approval. Voice Vote. Motion Carried. (4-0)

**C. [17-1720](#)**

Recommendation for the Following Policy Changes:

- i. Approval of the Security and Safety Policy
- ii. Eliminate the Unattended Children's Policy as a Stand-Alone Policy as this Policy has Been Incorporated into the Safety and Security Policy

**Attachments:**    [Memo on Security Policy Updates 2017.pdf](#)  
[Current Unattended Childrens Policy Approved 07 - eliminate.pdf](#)  
[Security Policy November 2017 amended.pdf](#)

Bloedow moved, seconded by Scheuerman that the APL Safety and Security Policy and elimination of the APL Unattended Children's Policy as a Stand-Alone Policy (as it has been incorporated into the APL Safety and Security Policy) be recommended for approval as amended. Voice Vote. Motion Carried. (4-0)

**D. [17-1721](#)**

Customer Service Policy

**Attachments:**    [Customer Service Policy November 2017 Markup amended.pdf](#)

Scheuerman moved, seconded by Kellner, that the APL Customer Service Policy be recommended for approval as amended. Voice Vote. Motion Carried. (4-0)

**E. [17-1722](#)**

Reference and Reader's Advisory Policy

**Attachments:**    [Reference and Readers Advisory November 2017 amended.pdf](#)

Bloedow moved, seconded by Scheuerman, that the APL Reference and Reader's Advisory Policy be recommended for approval as amended. Voice Vote. Motion Carried. (4-0)

**4. Adjournment**

Scheuerman moved, seconded by Bloedow that the meeting be adjourned. Voice Vote. Motion Carried. (4-0)  
The meeting was adjourned at 5:02 pm