



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes Library Board

---

Tuesday, August 14, 2018

4:30 PM

225 N. Oneida Street

---

1. Call meeting to order

Vice President John Peterson called the meeting to order at 4:31 pm

2. Roll call of membership

**Others Present:** Amanda Abshire, Ann Cooksey, Derik Henken, Tina Krueger, Adriana McCleer, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Mindy Sorg, Erica Staepf, Maureen Ward

**Rebecca Kellner arrived at 5:04 pm**

**Present:** 9 - Bergman, Looker, Peterson, Kellner, Bloedow, Scheuerman, Mann, Alderperson Croatt and Hartjes

**Excused:** 1 - Exarhos

**Others :** 1 - Panella

3. Approval of minutes from previous meeting

[18-1203](#)

July 17, 2018 Meeting Minutes

**Attachments:** [July 17 2018 Meeting Minutes.pdf](#)

Croatt moved, seconded by Bloedow, that the July 17, 2018 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4. Public Participation and Communication

### Establish Order of the Day

Vice President Peterson called for a motion to move Information Item 18-1209 to the beginning of the Agenda, Action Item 18-1207 to the end of the Agenda for Closed Session and Action Items 18-1204, 18-1205 and 18-1206 to a consent agenda.

Looker moved, seconded by Scheuerman that Information Item 18-1209 be moved to the beginning of the Agenda, Action Item 18-1207 to the end of the Agenda for Closed Session and Action Items 18-1204, 18-1205 and 18-1206 to a consent agenda. Voice Vote. Motion Carried. (8-0)

[18-1209](#)

Mixed Use Library Proposal Project Update with Mindy Sorg from OPN Architects

## 5. Action Items

Mann moved, seconded by Bloedow, that Action Items 5. 18-1204, 18-1205 and 18-1206 be approved. Voice Vote. Motion Carried. (8-0)

[18-1204](#)

Bill Register - July 2018

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

This Report Action Item was approved

[18-1205](#)

July 2018 Budget Amendment

**Attachments:**     [August Budget Amendment.pdf](#)

This Report Action Item was approved

[18-1206](#)

Report of the Personnel & Policy Committee

**Attachments:**     [Personnel and Policy Committee Meeting Minutes 7-24-2018.pdf](#)  
                              [Internet Access and Computer Use Policy and Guidelines 2018 draft markup with notes.pdf](#)  
                              [Internet Access and Computer Use Policy and Guidelines July 2018 clean.pdf](#)  
                              [Meeting and Study Room Policy \(Lab Revision July 2018\).pdf](#)  
                              [FLSA Policy 2018.pdf](#)  
                              [Salary Administration Policy March 2018-2.pdf](#)

This Report Action Item was approved

[18-1208](#)

Report of the Nominating Committee

**Attachments:**     [Nominating Committee Meeting Minutes 7-24-2018.pdf](#)

Scheuerman moved, seconded by Bergman, that the Slate of Officers for 2018-2019 Pat Exarhos - President, Rebecca Kellner - Vice President, Brian Looker - Secretary be approved. Voice Vote. Motion Carried.(8-0)

## 6. Information Items

### A. Director's Report

[18-1210](#)

Informational Update on Proposed Contract to Commercial Horizons for Design and Engineering Services for Appleton Public Library for a Contract of \$347,000 presented to Finance Committee August 6, 2018

**Attachments:**     [2018 Library Architect and Engineer Contract.pdf](#)

Closed Session

Croatt moved, seconded by Mann that the meeting move into Closed Session pursuant to WI Statute 19.85(f)(c) to discuss personnel matters. Voice Vote.

Motion Carried. (7-0)

Roll Call was taken.

The meeting moved into Closed Session at 4:57 pm

Bergman moved, seconded by Bloedow that the meeting resume meeting in Open Session. Voice Vote. Motion Carried. (8-0)

Roll Call was taken.

The meeting resumed Open Session at 5:07 pm

[18-1207](#)

Library Director's 2018 Mid-Year Performance Review

Croatt moved, seconded by Bloedow, that the Library Director's 2018 Mid - Year Performance Review be approved. Voice Vote. Motion Carried. (8-0)

7. Adjournment

Bergman moved, seconded by Croatt that the meeting be adjourned. Voice Vote. Motion Carried. (8-0)

The meeting was adjourned at 5:09 pm