



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes Library Board

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Wednesday, December 14, 2016

8:00 AM

225 N. Oneida Street

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### Personnel & Policy Committee Meeting

#### 1. Call meeting to order

Chairperson Brault Pagel called the meeting to order at 8:03 am

#### 2. Roll call of membership

Others Present: Colleen Rortvedt, Maureen Ward

Mayor Hanna arrived at 8:13 am and left at 9:03 am

John Peterson arrived at 8:17 am

Present: 4 - Brault Pagel, Peterson, Kellner and Bergman

Others : 2 - Scheuerman and Hanna

#### 3. Action Items

##### Closed Session

Bergman moved, seconded by Kellner that the Committee meet in Closed Session pursuant to WI statute 19.85(f)(c) to discuss personnel matters. Voice Vote. Motion Carried. (3-0)

Roll Call was taken.

The meeting moved into Closed Session at 8:14 am

Bergman moved, seconded by Kellner that the Committee resume meeting in Open Session. Voice Vote. Motion Carried. (4-0)

Roll Call was taken.

The Committee resumed meeting in Open Session at 9:04 am

##### A. [16-1899](#)

Library Director's end of year 2016 performance review

Peterson moved, seconded by Bergman, that the Library Director's 2016 end of year performance review be recommended for approval. Voice Vote. Motion Carried. (4-0)

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

*The agenda action items were taken out of order - beginning with APL Policy updates until the Mayor arrived. Once the Mayor arrived the Committee moved into Closed Session for discussion of action item A. After the meeting resumed in to Open Session, action was taken on item A . and the committee continued with action item B iii. Security Policy.*

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

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

Bergman moved, seconded by Kellner, that the updates to the APL Digital Creation Lab Policy be recommended for approval. Voice Vote. Motion Carried. (3-0)

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

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

Kellner moved, seconded by Bergman, that the updates to the APL Displays Policy be recommended for approval. Voice Vote. Motion Carried. (3-0)

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

**Attachments:** [Library - Security Policy AMENDED Redline \(12-14-16\).pdf](#)

Kellner moved, seconded by Bergman, that the updates to the APL Security Policy be recommended for approval as amended. Voice Vote. Motion Carried. (4-0)

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

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

Kellner moved, seconded by Bergman, that the updates to the APL Comfort Policy be recommended for approval. Voice Vote. Motion Carried. (4-0)

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

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

Peterson moved, seconded by Kellner, that the updates to the APL Children's Use Policy be recommended for approval. Voice Vote. Motion Carried. (4-0)

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

Peterson moved, seconded by Kellner, that the updates to the APL Meeting Room and Study Room Policy be recommended for approval as amended. Voice Vote. Motion Carried. (4-0)

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

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

**4. Information Items**

**5. Adjournment**

Bergman moved, seconded by Kellner that the meeting be adjourned. Voice  
Vote. Motion Carried. (4-0)

The meeting adjourned at 9:44 am