



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, April 18, 2017

4:30 PM

225 N. Oneida Street

1. Call meeting to order

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

2. Roll call of membership

Others Present: Amanda Abshire, Beth Carpenter, Colleen Holz, Kristin Hunger, Tina Krueger, Adriana McCleer, Tanya Misselt, Michael Nitz, Drake Quick - Laughin, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Monica Stage, Maureen Ward

John Peterson arrived at 4:32 pm

Present: 8 - Bergman, Hietpas, Looker, Scheuerman, Bloedow, Peterson, Kellner and Exarhos

Excused: 2 - Brault Pagel and Dannecker

Others : 1 - Panella

3. Approval of minutes from previous meeting

[17-473](#)

March 14, 2017 Meeting Minutes

Attachments: [March 14 2017 Meeting Minutes.pdf](#)

Looker moved, seconded by Bloedow, that the March 14, 2017 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4. Public Participation and Communication

Establish Order of the Day

5. Action Items

- A. [17-478](#) Presentation by Community and Economic Development Department
Request to Support the City of Appleton Comprehensive Plan
2010-2030

Attachments: [CompPlanatLibraryBoard2017.pdf](#)
[SummaryMemoChapter7_CompPlanUpdate_12-06-16.pdf](#)
[SummaryMemoChapter8_CompPlanUpdate_12-05-16.pdf](#)
[14_DowntownPlan_ExecutiveSummary_01-25-17.pdf](#)
[envisionappleton.org](#)

Bergman moved, seconded by Bloedow, that the request to support the City of Appleton Comprehensive Plan 2010 - 2030 be approved. Voice Vote. Motion Carried. (8-0)

- B. [17-474](#) March 2017 Bill Register

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

Looker moved, seconded by Exarhos, that the March 2017 Bill Register be approved. Voice Vote. Motion Carried. (8-0)

- C. [17-480](#) Budget Amendment

Attachments: [April Budget Amendment.PDF](#)

Bergman moved, seconded by Peterson, that the April 2017 Budget Amendment in the amount of \$14,991 be approved. Voice Vote. Motion Carried. (8-0)

- D. [17-510](#) City Performance Management Policy

Attachments: [PERFORMANCE MANAGEMENT Draft 2017.pdf](#)

Looker moved, seconded by Bloedow, that the City Performance Management Policy be approved. Voice Vote. Motion Carried. (8-0)

- E. [17-475](#) Request to Approve 2017 Friends Funding for Programming Sub Staff

Attachments: [Friends 6108 Memo.pdf](#)

Hietpas moved, seconded by Peterson, that the request to approve 2017 Friends Funding for Programming Sub Staff be approved. Voice Vote. Motion Carried. (8-0)

- F. [17-476](#) Memorandum of Understanding between the Board of Trustees of Appleton Public Library and the Board of Directors of the Friends of Appleton Library, Inc.

Attachments: [FRIENDS APL MOU \(4-13-17\).pdf](#)

Hietpas moved, seconded by Looker that the Memorandum of Understanding between the Board of Trustees of Appleton Public Library and the Board of Directors of the Friends of Appleton Library be approved. No Vote was taken.

Hietpas withdrew his original motion to approve after discussion and the item was referred back to the May 2017 meeting.

6. Information Items

A. Director's Report

- i. [17-522](#) Summary of Studies Related to the Library 2008 - Present
- Attachments: [Summary of Studies 2008-2017.pdf](#)
- ii. [17-481](#) Update on Thompson Center Process
- iii. [17-483](#) 2016 End of Year City of Appleton Collaborative / Cooperative Efforts List
- Attachments: [2016 YEAR END Collaborative and Cooperative Efforts FINAL.pdf](#)
- iv. [17-484](#) Friends Grand Funded Program Summaries - 1st Quarter 2017
- Attachments: [Friends Grant Funded Program Summaries 1st Quarter 2017 FINAL.pdf](#)
- v. [17-514](#) Federal Budget Proposal and Impact to Institute of Museum and Library Services
- vi. [17-485](#) Assistant City Attorney Staffing Update
- vii. [17-515](#) OWLS Staffing Update

B. President's Report

Exharhos left the meeting at 6:07 pm

- i. [17-486](#) Trustee Training and Discussion: Trustee Essentials 11 and Trustee Essentials 13: Planning for the Library's Future, Library Advocacy
Attachments: [TE11 Planning for the Library's Future.pdf](#)
[TE13 Library Advocacy.pdf](#)
[YouTube Library Advocacy Video](#)

- ii. [17-516](#) Appointment of Nominating Committee in May

C. Assistant Director's Report

- i. [17-487](#) Statistics - January, February, March 2017
Attachments: [JAN 2017.pdf](#)
[FEB 2017.pdf](#)
[MAR 2017.pdf](#)

- ii. [17-488](#) Hiring Processes Update

D. Friends Report

- i. [17-489](#) April Friendship Month
- ii. [17-517](#) Spring Book Sale - April 27 - 29, 2017
- iii. [17-518](#) Friends Annual Meeting - Thursday, May 25, 2017 / 4:00 pm

E. Staff Updates

- i. [17-490](#) Collection Agency Update
Attachments: [Collection Agency Info.pdf](#)
- ii. [17-491](#) Feeding America / Forward Services
- iii. [17-520](#) Children's Expo
- iv. [17-521](#) School Library Journal Article by Children's Services Supervisor Tanya Misselt "Ex-Cop Tackles Literacy Decline in Appleton, WI"
Attachments: [SLJ ARTR TM.pdf](#)

7. Adjournment

Bergman moved, seconded by Hietpas that the meeting be adjourned. Voice Vote. Motion Carried. (7-0)

The meeting adjourned at 6:43 pm