



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, June 20, 2017

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President Scheuerman called the meeting to order at 4:30 pm

2. Roll call of membership

Others Present: Travis Bartels, Jessica Brittnacher, Beth Carpenter, Colleen Holz, Tina Krueger, Adriana McCleer, Tanya Misselt, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Yee Lee Vue, Maureen Ward

Rebecca Kellner arrived at 4:31 pm

Present: 8 - Hietpas, Scheuerman, Brault Pagel, Peterson, Dannecker, Kellner, Exarhos and Bloedow

Excused: 2 - Bergman and Looker

Others : 1 - Panella

3. Approval of minutes from previous meeting

[17-887](#)

May 16, 2017 Meeting Minutes

Attachments: [May 16 2017 Meeting Minutes.pdf](#)

Bloedow moved, seconded by Peterson, that the May 16, 2017 Meeting Minutes be approved. Voice Vote. Motion Carried. (7-0)

4. Public Participation and Communication

[17-888](#)

Recognition of Yee Lee Vue Wisconsin Alumni Association Forward Under 40 award recipient

Dick Abb - 1100 S. East Street, Appleton WI 54911 - Report of the Planning Committee

i. Establish Order of the Day

5. Action Items

A. [17-889](#) Bill Register - May 2017

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

Peterson moved, seconded by Dannecker, that the May 2017 Bill Register be approved. Voice Vote. Motion Carried. (8-0)

B. [17-890](#) Report of the meeting of the Planning Committee

Attachments: [Planning Committee Meeting Minutes 6-13-2017.pdf](#)

Peterson moved, seconded by Hietpas, that the Report of the Planning Committee be approved. Voice Vote. Motion Carried. (8-0)

Bloedow moved, seconded by Exarhos, that the action be amended and approved as follows: that the staff and the Board of Trustees President and his/her designee(s) bring back a proposal on how to move forward with mixed use RFPs for the library. Voice Vote. Motion Carried. (8-0)

C. [17-891](#) City Policies: Bone Marrow and Organ Donation Leave Policy, Ergonomics Policy, Exit Interview Policy, Workplace Violence Policy

Attachments: [Bone Marrow and Organ Donation Leave Policy.pdf](#)
 [Ergonomics Policy.pdf](#)
 [EXIT INTERVIEW.pdf](#)
 [Workplace Violence 2017.pdf](#)

Dannecker moved, seconded by Kellner, that the City Policies Bone Marrow and Organ Donation Leave Policy, Ergonomics Policy, Exit Interview Policy and Workplace Violence Policy be approved. Voice Vote. Motion Carried. (8-0)

D. [17-892](#) Sole Sourcing of Contract to Magenta Keys LLC for Reach Out and Read Sustainability Process

Attachments: [Strategic Planning Contract Awarded to Magenta Keys LLC.pdf](#)

Hietpas moved, seconded by Dannecker, that the Sole Sourcing of Contract to Magenta Keys, LLC for Reach Out and Read Sustainability Process in the amount of \$4,000 be approved. Voice Vote. Motion Carried. (8-0)

E. [17-893](#) June 2017 Budget Amendment

Attachments: [June Budget Amendment Request.pdf](#)

Dannecker moved, seconded by Exarhos, that the June 2017 Budget Amendment in the amount of \$22,268.24 be approved. Voice Vote. Motion Carried. (8-0)

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

- i. [17-894](#) 2018 Budget Adoption Schedule
- ii. [17-895](#) Updates from Wisconsin Library Systems
- iii. [17-896](#) Wisconsin Trustee Training Week August 21-25, 2017
- iv. [17-897](#) Older Adult / Community Center Project Report

Attachments: [Project Report - Older Adult Community Center.pdf](#)
- v. [17-898](#) State of Wisconsin Budget Update
- vi. [17-899](#) Federal Budget Update

B. President's Report

- i. [17-900](#) Review and Discussion on Trustee Essentials Chapter 6: Evaluating the Director and Trustee Essentials Chapter 19: Library Director Certification

Attachments: [Trustee Essential 6 Evaluating the Director.pdf](#)
[Trustee Essential 19 Library Director Certification.pdf](#)

C. Assistant Director's Report

- i. [17-901](#) APL Hiring Processes Update
- ii. [17-902](#) OWLSnet Fees Update
- iii. [17-903](#) 2017 APL Public Survey Results

Attachments: [Appleton Public Library 2017 Public Survey Report.pdf](#)
- v. [17-904](#) Library APP

D. Friends Report

- i. [17-905](#) Friends of Appleton Public Library / APL Memorandum of Understanding

E. Staff Updates

- i. [17-906](#) Leadership Fox Cities Report - Tina Krueger

- ii. [17-907](#) Summer Library Program and POINT

[17-908](#) Hmong Culture Celebration

7. Adjournment

Dannecker moved, seconded by Bloedow that the meeting be adjourned. Voice Vote. Motion Carried. (8-0)
The meeting was adjourned at 5:48 pm