



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, September 19, 2017

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President Pat Exarhos called the meeting to order at 4:30 pm.

2. Roll call of membership

Others Present: Amanda Abshire, Travis Bartels, Jessica Brittnacher, Beth Carpenter, Tina Krueger, Adriana McCleer, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saeker, Maureen Ward

Present: 9 - Bergman, Hietpas, Looker, Peterson, Dannecker, Kellner, Exarhos, Brault and Scheuerman

Excused: 1 - Bloedow

Others : 1 - Panella

3. Approval of minutes from previous meeting

ii. [17-1412](#) August 15, 2017 Meeting Minutes

Attachments: [August 15 2017 Meeting Minutes.pdf](#)

Dannecker moved, seconded by Scheuerman, that the August 15, 2017 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)

4. Public Participation and Communication

Establish Order of the Day

5. Action Items

A. [17-1413](#) August 2017 Bill Register

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

Dannecker moved, seconded by Peterson, that the August 2017 Bill Register be approved. Voice Vote. Motion Carried. (9-0)

B. [17-1440](#) City Policy - Network Security and Use of Technology

Attachments: [Network Security and Use of Technology Policy\(revised strike and bold\).pdf](#)

Dannecker moved, seconded by Peterson, that the City Network Security and Use of Technology Policy be approved. Voice Vote. Motion Carried. (9-0)

C. [17-1414](#) 2018 Resource Library Agreement

Attachments: [Resource Library Agreement 2018 mark up.pdf](#)

Dannecker moved, seconded by Bergman, that the 2018 Resource Library Agreement be approved. Voice Vote. Motion Carried. (9-0)

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

- i. [17-1415](#) 2018 Budget Update
 - a. 2018 Insurance Rates
 - b. Special Revenue Fund for Long Term Grant Funded Projects

Attachments: [2018 Special Revenue Fund - Library Grants \(Full\).pdf](#)

- ii. [17-1429](#) Status Update on Development of Request for Proposal for Building Project

- iii. [17-1416](#) Best Practices for Libraries that Bill for Cross-County Use

- iv. [17-1417](#) Updated General Annual Trustee Calendar

Attachments: [General Board Meeting Schedule.pdf](#)

- v. [17-1418](#) Facility and Maintenance Projects
 - a. Circulation Security Upgrades
 - b. Second Floor Lighting
 - c. First Floor Carpeting
 - d. Landscaping

B. President's Report

- i. [17-1419](#) Trustee Committee Assignments for 2017-2018

Attachments: [17-18 Board Committees 9-2017.pdf](#)

- ii. [17-1420](#) Board Meetings and Consent Agenda Practice
- iii. [17-1421](#) Discussion of Trustee Training Week Webinars

Attachments: [Trustee Webinar Handout Teams.pdf](#)

C. Assistant Director's Report

- i. [17-1423](#) Statistics Reporting Update
- ii. [17-1424](#) Project Outcome Summer Library Program Survey Results

Attachments: [Project Outcome Report Caregivers 2017.pdf](#)
[Project Outcome Report Teen Child 2017.pdf](#)
[Project Outcome Report Adults 2017.pdf](#)

D. Friends Report

- i. [17-1425](#) Friends Board of Directors Changes and Additions
- ii. [17-1438](#) October 25 Talbots Fundraiser for Friends of Appleton Public Library

E. Staff Updates

- i. [17-1426](#) Bazaar After Dark
- ii. [17-1427](#) Homeschool Extravaganza
- iii. [17-1428](#) Transition of Digital Creation Lab
- iv. [17-1439](#) Fox Cities Book Festival

7. Adjournment

Bergman moved, seconded by Dannecker that the meeting be adjourned.
Voice Vote. Motion Carried. (9-0)
The meeting was adjourned at 5:40 pm.