



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, October 17, 2017

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President Pat Exarhos called the meeting to order at 4:32 pm.

2. Roll call of membership

Others Present: Amanda Abshire, Travis Bartels, Jessica Brittnacher, Karen Harkness, Tina Krueger, Tanya Misselt, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Maureen Ward

Present: 10 - Bergman, Hietpas, Looker, Peterson, Dannecker, Kellner, Exarhos, Brault, Bloedow and Scheuerman

Excused: 1 - Panella

3. Approval of minutes from previous meeting

[17-1563](#)

Meeting Minutes September 19, 2017

Attachments: [September 19 2017 Meeting Minutes.pdf](#)

Bergman moved, seconded by Dannecker, that the September 19, 2017 Meeting Minutes be approved. Voice Vote. Motion Carried. (10-0)

4. Public Hearings/Appearances

Establish Order of the Day

5. Action Items

Dannecker moved, seconded by Bloedow, to approve Action Items 5.C through 5.G (balance of the agenda). Voice Vote. Motion Carried. (10-0)

A. [17-1564](#) Request for Proposal - Mixed Use Library Project

Attachments: [LibraryRFP_10-12-17final.pdf](#)

Dannecker moved, seconded by Peterson that the timeline (page 7) of the Request for Proposal - Mixed Use Library be amended as follows: change the December 8, 2017 12 pm CST Request for Proposal deadline to January 12, 2018 12 pm CST and adjust the other dates in the timeline accordingly. Voice Vote. Motion Carried. (10-0)

Dannecker moved, seconded by Looker, that the Request for Proposal - Mixed Use Library Project be approved as amended. Voice Vote. Motion Carried. (10-0)

B. [17-1565](#) Invitation to become a United Way Fox Cities Agency

Attachments: [United Way Admissions Approval Letter October 2017.pdf](#)

Dannecker moved, seconded by Scheuerman, that the Invitation to become a United Way Fox Cities Agency be approved. Voice Vote. Motion Carried. (9-0, 1-Abstain, Brault)

Excused: 1 - Panella

C. [17-1566](#) September 2017 Bill Register

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

This Report Action Item was approved

D. [17-1567](#) October 2017 Budget Amendment

Attachments: [October Budget Amendment.pdf](#)

E. [17-1568](#) 2018 APL Calendar of Open / Closed Dates

Attachments: [Closures 2018.pdf](#)

This Report Action Item was approved

F. [17-1569](#) City of Appleton Policies: Energy Conservation Policy, Facilities and Grounds Modification Policy, Furniture Policy

Attachments: [Energy Conservation Policy.pdf](#)
[Facilities Grounds Modification Policy.pdf](#)
[Furniture Policy.pdf](#)

This Report Action Item was approved

- G. [17-1570](#) Recommend awarding the Library CIP carpet replacement contract to H.J. Martin & Son, Inc. for \$27,615 with an additional \$1,381 for contingencies, for a contract total not to exceed \$28,996.

Attachments: [2017 Library Carpet Replacement.pdf](#)

This Report Action Item was approved

6. Information Items

A. Director's Report

- i. [17-1571](#) 2018 Budget Update
- Attachments:** [Mayors 2018 Budget Letter.pdf](#)
[2018 Executive Budget](#)
- ii. [17-1574](#) Upcoming Committee Meetings
- iii. [17-1575](#) Friends Grant Funded Program Summaries 3rd Quarter
- Attachments:** [Friends Grant Funded Program Summaries 3rd Quarter 2017 FINAL.pdf](#)
- iv. [17-1576](#) Library Safety and Security Update

B. President's Report

- i. [17-1577](#) Trustee Training - Trustee Essentials Chapter 10: Library Policies
- Attachments:** [Trustee Essentials 10 - Library Policies.pdf](#)
- ii. [17-1578](#) WLA Conference

C. Assistant Director's Report

- i. [17-1579](#) APL Hiring Process Updates
- ii. [17-1580](#) Reference Collection Changes
- iii. [17-1581](#) Project Outcome
- Attachments:** [Proj Outcome SC Appleton Sept 2017.pdf](#)

D. Friends Report

- i. [17-1582](#) Friends Fall Used Book Sale - November 16 (Friends Members), November 17 - November 18, 2017
- ii. [17-1583](#) Talbots Fundraiser for Friends of Appleton Public Library - October 25, 2017

E. Staff Updates

- i. [17-1584](#) Mini Makers
- ii. [17-1585](#) Hispanic Heritage Festival
- iii. [17-1586](#) Community Resource Fair

7. Adjournment

Dannecker moved, seconded by Bloedow that the meeting be adjourned.
Voice Vote. Motion Carried. (10-0)
The meeting was adjourned at 5:45 pm.