



## Meeting Minutes - Final Library Board

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Tuesday, March 14, 2017

4:30 PM

225 N. Oneida Street

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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, Tanya Misselt, Adriana McCleer, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Emily Truman, Maureen Ward

**John Peterson arrived at 4:35 pm.**

**Present:** 8 - Bergman, Hietpas, Looker, Scheuerman, Bloedow, Brault Pagel, Peterson and Dannecker

**Excused:** 2 - Kellner and Exarhos

**Others :** 1 - Panella

3. Approval of minutes from previous meeting

[17-231](#)

Meeting Minutes February 14, 2017

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

Dannecker moved, seconded by Bergman, that the February 14, 2017 Meeting Minutes be approved. Voice Vote. Motion Carried. (7-0)

4. Public Participation & Communication

**Establish Order of the Day**

President Scheuerman moved Action Item E. Report of the Personnel Committee - Library Director's 2017 Performance Goals to the end of the meeting agenda to discuss in Closed Session.

5. Action Items

- A. [17-232](#) February 2017 Bill Register
- Attachments:** [February Bill Register.pdf](#)  
[February Revenue and Expense Summary.pdf](#)  
[February Subledger Summary.pdf](#)
- Dannecker moved, seconded by Hietpas, that the February 2017 Bill Register be approved. Voice Vote. Motion Carried. (7-0)
- B. [17-233](#) Request to approve contract to Nordon Business Environments for Library furniture renovation in the amount of \$29,920.71
- Attachments:** [2017 Library Furniture Memo to Library Board.pdf](#)
- Looker moved, seconded by Dannecker, that the contract to Nordon Business Environments for Library furniture renovation in the amount of \$29,920.71 be approved. Voice Vote. Motion Carried. (8-0)
- C. [17-240](#) 2016 Annual Report
- Attachments:** [2016 Annual Report.pdf](#)
- Bergman moved, seconded by Dannecker, that the 2016 Annual Report be approved. Voice Vote. Motion Carried. (8-0)
- D. [17-254](#) 2016 Annual Report - Statement Concerning Public Library System Effectiveness
- Attachments:** [2016 System Effectiveness Statement.pdf](#)
- Dannecker moved, seconded by Looker, that the 2016 Annual Report - Statement Concerning Public Library System Effectiveness be approved. Voice Vote. Motion Carried. (8-0)
- E. [17-234](#) Report of the Personnel & Policy Committee
- Attachments:** [Personnel and Policy Committee Meeting Minutes 3-10-2017 Final Revised 3.pdf](#)  
[Meeting and Study Room Policy \(3-13-2017\).pdf](#)
- Dannecker moved, seconded by Brault Pagel, that the APL Meeting Room and Study Room Use Policy updates be approved. Voice Vote. Motion Carried. (8-0)

## 6. Information Items

### A. Director's Report

- i. [17-235](#) Update on Thompson Center Process

- ii. [17-344](#) United Way Agency Application Process
- iii. [17-345](#) Fox Cities Libraries Column in the Post Crescent

B. President's Report

- i. [17-236](#) Update to the City of Appleton Comprehensive Plan and the Downtown Chapter
- ii. [17-346](#) Library Legislative Day Report

C. Assistant Director's Report

- i. [17-255](#) Staff Training Day Report
- ii. [17-347](#) OWLSnet Fees Committee

D. Friends Report

- i. [17-257](#) April Friendship Month Drive

7. Staff Updates

- A. [17-329](#) General Program Updates

Closed Session

Peterson moved, seconded by Dannecker that the Board meet in Closed Session pursuant to Wi statute 19.85(f)(c) to discuss personnel matters and then resume meeting in Open Session. Voice Vote. Motion Carried. (8-0)  
Roll Call was taken.

The meeting moved into Closed Session at 5:19 pm.

Peterson moved, seconded by Bloedow that the Board resume meeting in Open Session Voice Vote. Motion Carried. (8-0)  
Roll Call was taken.

The meeting resumed Open Session at 5:27 pm.

Peterson moved, seconded by Dannecker that the Library Director's 2017 Performance Measures be approved. Voice Vote. Motion Carried. (8-0)

8. Adjournment

Bloedow moved, seconded by Dannecker that the meeting be adjourned. Voice Vote. Motion Carried. (8-0)  
The meeting adjourned at 5:30 pm.