



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, January 16, 2018

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President Patricia Exarhos called the meeting to order at 4:33 pm.

2. Roll call of membership

Others Present: Amanda Abshire, Kurt Eggebrecht, Derik Henken, Colleen Holz, Tina Krueger, Tanya Misselt, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Maureen Ward

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

Excused: 1 - Scheuerman

Others : 1 - Panella

3. Approval of minutes from previous meeting

[18-0052](#)

December 19, 2017 Meeting Minutes

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

Peterson moved, seconded by Looker, that the December 19, 2017 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4. Public Participation and Communication

[18-0053](#)

Communication from the Public Library Association regarding "Project Outcome Results in Action" article in Public Libraries magazine featuring Appleton Public Library.

[18-0095](#)

Yee Lee Vue - Jane LaChapelle McCarty Community Leader Award Recipient

Establish Order of the Day

5. Action Items

- A. [18-0054](#) December 2017 Bill Register (partial)
- Attachments:** [December Bill Register.pdf](#)
[December Revenue and Expense Summary.pdf](#)
[December Subledger Summary.pdf](#)
- Dannecker moved, seconded by Bergman, that the December 2017 Bill Register (partial) be approved. Voice Vote. Motion Carried. (8-0)
- B. [18-0055](#) Request to approve fifty \$1 off fines coupons for the 2018 Teen Summer Library Program
- Attachments:** [FinesCouponMemo2017.pdf](#)
- Looker moved, seconded by Dannecker, that the request for fifty \$1 off fine coupons for the 2018 Teen Summer Library Program be approved. Voice Vote. Motion Carried. (8-0)
- C. [18-0056](#) Health in All Policies Ordinance
- Attachments:** [HiAP Ordinance.pdf](#)
[Social Determinants-HiAP.pdf](#)
[HiAP QA.pdf](#)
- Peterson moved, seconded by Bloedow, that the endorsement of the Health in All Policies Ordinance be approved. Voice Vote. Motion Carried. (8-0)
- D. [18-0057](#) Request to approve budget adjustment and to single source safety and security services to Securitas for the balance of 2018 in an amount not to exceed \$47,000
- Attachments:** [Contracted Security Guard Memo 2018.pdf](#)
[Contracted Security Guard job description 2018.pdf](#)
[Statements of support January 2018.pdf](#)
- Dannecker moved, seconded by Bloedow, that the request for budget adjustment and single source safety and security services to Securitas for the balance of 2018 in an amount not to exceed \$47,000 be approved. Voice Vote. Motion Carried. (8-0)
- E. [18-0058](#) January 2018 Budget Amendment
- Attachments:** [January Budget Amendment.pdf](#)
- Bergman moved, seconded by Dannecker, that the January 2018 Budget Amendment in the amount of \$1209.40 be approved. Voice Vote. Motion Carried. (8-0)

F. [18-0059](#) 2018 Materials Budget

Attachments: [Materials Budget - 2018 Notes.pdf](#)
[Materials Budget - 2018 Board View.pdf](#)

Dannecker moved, seconded by Bloedow, that the 2018 Materials Budget be approved. Voice Vote. Motion Carried. (8-0)

6. Information Items

A. Director's Report

i. [18-0060](#) Request for Proposal - Mixed Use Library Project Update

ii. [18-0061](#) Future Trustee Workshops in Waupaca, Seymour and Kimberly

Attachments: [Trustee 101 flyer 2018.pdf](#)
[Trustee 201 flyer 2018.pdf](#)
[Trustee 301 flyer 2018 revised.pdf](#)

iii. [18-0062](#) City of Appleton Dignity and Respect Campaign

iv. [18-0063](#) Integrated Library System Merger Explorer Discussion between OWLSnet and Winnefox

Attachments: [ILS discussion memo 2018-01.pdf](#)

v. [18-0064](#) Friends Grant Funded Program Summaries 4th Quarter 2017

Attachments: [Friends Grant Funded Program Summaries 4th Quarter 2017 FINAL.pdf](#)

B. President's Report

i. [18-0065](#) Discussion on Trustee Essentials Chapter 14 and Chapter 15: The Library Board and Open Meetings Laws and Public Records Law

Attachments: [Trustee Essentials Chapter 14 Open Meetings Laws14.pdf](#)
[Trustee Essentials Chapter 15 Public Records Law.pdf](#)

ii. [18-0066](#) Schedules

C. Assistant Director's Report

- i. [18-0067](#) APL Hiring Process Updates
- ii. [18-0068](#) Statistics and biannual reporting

Attachments: [DEC 2017.pdf](#)

Peterson left the Meeting at 5:59 pm

D. Friends Report

- i. [18-0069](#) I Love My Library Dinner - February 11, 2018
- ii. [18-0070](#) End of Year Matching Challenge

E. Staff Updates

- i. [18-0071](#) Ben Mikaelson Author Visit - Wednesday, February 7, 2018 6:30 pm
- ii. [18-0072](#) APL "Breastfeeding Friendly Site"
- iii. [18-0073](#) Light Therapy Lamps
- iv. [18-0074](#) Changes to APL password policies

7. Adjournment

**Dannecker moved, Bergman seconded that the meeting be adjourned . Voice
Vote. Motion Carried. (7-0)
The meeting was adjourned at 6:15 pm**