



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes Library Board

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Tuesday, August 20, 2019

4:30 PM

225 N. Oneida Street

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1. Call meeting to order

President Patricia Exarhos called the meetin to order at 4:31pm

2. Roll call of membership

**Others Present:** Amanda Abshire, Beth Carpenter, Ann Cooksey, Derik Henken, Tina Krueger, Adriana McCleer, Jessica Miller, Jan Quinlan, Colleen Rortvedt, Kara Sullivan, Maureen Ward

**Margret Mann and Adriana Panella arrived at 4:33pm**

**Present:** 7 - Bergman, Exarhos, Bloedow, Hartjes, Mann, Looker and Kellner

**Excused:** 3 - Peterson, Scheuerman and Alderperson Croatt

**Others :** 1 - Panella

3. Approval of minutes from previous meeting

4. Public Participation and Communications

**19-1245** Letter to Common Council, All City Staff and Leadership Teams from Cindy Kort

**Attachments:** Cindy Kort Statement to Council 7-22-2019.pdf

### Establish Order of the Day

President Exarhos called for a motion to move Action item 19-1224 to the end of the meeting.

Bergman moved, seconded by Bloedow that Action Item 19-1224 be moved to the end of the meeting. Voice Vote. Motion Carried. (6-0)

5. Action Items

[19-1207](#)

July 2019 Bill Register

**Attachments:**     [July Bill Register.pdf](#)  
                              [July Expense Report.pdf](#)

Looker moved, seconded by Hartjes, that the July 2019 Bill Register be approved. Voice Vote. Motion Carried. (7-0)

[19-1208](#)

Capital Improvement Project Safety and Security Funds:

Action Item: Request to Award a Contract for the 2019 Library Security Upgrades Project (Door Monitoring/Lockdown and Radio Communications) to Nielson Communications Inc. in the amount of \$55,736.40 plus a 10% contingency of \$5,574 for a total not to exceed a cost of \$61,310.40

Action Item: Request to Award a Contract for the 2019 Library Security Upgrades Project (Door Access Control Additions) to Faith Technologies in the amount of \$30,665 plus a 10% contingency of \$3,066 for a total not to exceed a cost of \$33,731

**Attachments:**     [2019 Library Security Upgrades Gazza Memo Final\(2\).pdf](#)

Bloedow moved, seconded by Kellner that the Request to Award a Contract for the 2019 Library Security Upgrades Project (Door Monitoring/Lockdown and Radio Communications) to Nielson Communications Inc. in the amount of \$55,736.40 plus a 10% contingency of \$5,574 for a total not to exceed a cost of \$61,310.40 and the Request to Award a Contract for the 2019 Library Security Upgrades Project (Door Access Control Additions) to Faith Technologies in the amount of \$30,665 plus a 10% contingency of \$3,066 for a total not to exceed a cost of \$33,731 be approved. Voice Vote. Motion Carried. (7-0)

[19-1209](#)

Report of the Nominating Committee

**Attachments:**     [Nominating Committee Meeting Minutes 7-18-2019.pdf](#)

Exarhos moved that the nomination of Rebecca Kellner for the office of Library Board President be approved. Voice Vote. by the following vote:

**Aye:**    7 -    Bergman, Exarhos, Bloedow, Hartjes, Mann, Looker and Kellner

**Excused:**    3 -    Peterson, Scheuerman and Alderperson Croatt

Exarhos moved that the nomination of Brian Looker for the office of Library Board Vice-President be approved. Voice Vote. by the following vote:

**Aye:** 7 - Bergman, Exarhos, Bloedow, Hartjes, Mann, Looker and Kellner

**Excused:** 3 - Peterson, Scheuerman and Alderperson Croatt

**Exarhos moved that the nomination of Greg Hartjes for the office of Library Board Secretary be approved. Voice Vote. by the following vote:**

**Aye:** 7 - Bergman, Exarhos, Bloedow, Hartjes, Mann, Looker and Kellner

**Excused:** 3 - Peterson, Scheuerman and Alderperson Croatt

[19-1210](#)

City Travel Policy

**Attachments:** [SUMMARY OF MAJOR CHANGES TO THE CITY OF APPLETON TRAVEL POLICY.pdf](#)  
[Revised Travel Policy Final Revisions with TS SM Comments2.pdf](#)

Bergman moved, seconded by Mann, that the City Travel Policy be approved. Voice Vote. Motion Carried. (7-0)

[19-1211](#)

Safety and Security Policy

**Attachments:** [Safety and Security Policy \(Draft August 2019\).pdf](#)

Looker moved, seconded by Mann, that the APL Safety and Security Policy be approved. Voice Vote. Motion Carried. (7-0)

[19-1212](#)

Report of the Personnel & Policy Committee

**Attachments:** [Personnel and Policy Committee Meeting Minutes 8-7-2019.pdf](#)

Kellner moved, seconded by Mann, that the Report of the Personnel & Policy Committee be approved. Voice Vote. Motion Carried. (7-0)

## 6. Information Items

### A. Director's Report

[19-1213](#)

Inclusive Services Assessment and Guide for Wisconsin Public Libraries

**Attachments:** [Inclusive Services Assessment and Guide for Wisconsin Public Libraries 2019.pdf](#)

[19-1214](#)

Appacademy Presentation - Community Partnerships and Children's Services

[19-1215](#)

Outagamie County Library Planning Committee

[19-1216](#) 2019 Mid-Year Collaborative Efforts List

**Attachments:** [2019 Library Mid-Year Collaborative Cooperative Agreements LIBRARY.pdf](#)

[19-1217](#) Hiring Process Updates

[19-1218](#) Safety and Security Update: Camera Upgrades and Security Guard Station Technology

**Attachments:** [Security Camera Board Letter Final.pdf](#)

[19-1225](#) 2019 WLA Conference

B. President's Report

[19-1219](#) WLA Trustee Training Week Webinars

C. Friends Report

[19-1220](#) Next Generation Friends of APL

D. Staff Updates

[19-1221](#) Job Connections

[19-1222](#) National Library Card Sign-Up Month

[19-1223](#) Tween Space and Programming

Closed Session

Kellner moved, seconded by Mann that the meeting move into Closed Session pursuant to WI Statute 19.85(f)(c) to discuss personnel matters. Voice Vote.

Motion Carried. (7-0)

Roll call was taken.

The meeting went into Closed Session at 5:44pm

Bloedow moved, seconded by Mann that the meeting reconvene in Open Session. Voice Vote. Motion Carried. (7-0)

Roll Call was taken.

The meeting reconvened in Open Session at 5:54pm

[19-1224](#) Library Director's 2019 Mid-Year Evaluation

Bergman moved, seconded by Mann, that the Library Director's 2019 Mid-Year Performance Evaluation be approved. Voice Vote. Motion Carried. (7-0)

7. Adjournment

Kellner moved, seconded by Looker that the meeting be adjourned. Voice  
Voice. (7-0)

The meeting was adjourned at 5:56pm