



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes Library Board

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Tuesday, August 18, 2020

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

Vice-President Brian Looker called the meeting to order at 4:30pm

2. Roll call of membership

**Others Present:** Amanda Abshire, Owen Anderson, Ann Cooksey, Tina Krueger, Adriana McCleer, Daniel McGinnis, Jessica Miller, Michael Nitz, Colleen Rortvedt, Tasha Saecker, Kara Sullivan, Nick Vande Castle, Maureen Ward

**Present:** 9 - Bergman, Peterson, Hartjes, Looker, Kellner, Exarhos, Siebers, Scheuerman and Mann

3. Approval of minutes from previous meeting

[20-1020](#)

July 14, 2020 Meeting Minutes

**Attachments:** [July 14 2020 Meeting Minutes.pdf](#)

Siebers moved, seconded by Bergman, that the July 14, 2020 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)

4. Public Participation and Communication

[20-1021](#)

New Safety Supervisor Dan McGinnis  
New City Assistant Attorney Nick Vande Castle

Establish Order of the Day

Vice-President Looker called for a motion to place Action Items 20-1022, 20-1023, 20-1024, 20-1026, 20-1027 and 20-1028 on a Consent Agenda.

Siebers moved, seconded by Mann that Action Items 20-1022, 20-1023, 20-1024, 20-1026, 20-1027 and 20-1028 be placed on a Consent Agenda. Voice Vote. Motion Carried. (9-0)

5. Action Items

Exarhos moved, seconded by Mann, that Consent Agenda Action Items 20-1022, 20-1023, 20-1024, 20-1026, 20-1027 and 20-1028 be approved. Voice Vote. Motion Carried. (9-0)

[20-1022](#)

July 2020 Bill Register

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

**This Report Action Item was approved**

[20-1023](#)

Recommend awarding the Library CIP flooring replacement contract to H.J. Martin & Son, Inc. for \$95,995 with an additional \$1,600 for contingencies, for a contract total not to exceed \$97,595

**Attachments:**     [2020 Library Flooring Replacement.pdf](#)

**This Report Action Item was approved**

[20-1024](#)

2021 - 2022 Appleton Public Library Membership Agreement with Outagamie Waupaca Library System

**Attachments:**     [APL OWLS membership agreement 2021-2022.pdf](#)

**This Report Action Item was approved**

[20-1026](#)

Report of the Personnel and Policy Committee

**Attachments:**     [Personnel and Policy Committee Meeting Minutes 8-3-2020.pdf](#)

**This Report Action Item was approved**

[20-1027](#)

Updated Library Director's 2020 Performance Goals

**This Report Action Item was approved**

[20-1028](#)

Library Director's 2020 Mid-Year Performance Review

**This Report Action Item was approved**

[20-1025](#)

Report of the Nominating Committee

**Attachments:**     [Nominating Committee Meeting Minutes 8-3-2020.pdf](#)

Looker called for any additional nominations for the offices of President, Vice-President and Secretary. Hearing none Siebers moved, seconded by Bergman to close nominations.

Siebers moved, seconded by Mann, that the Report of the Nominating Committee and slate of Officers Rebecca Kellner - President, Brian Looker - Vice-President and Greg Hartjes - Secretary be approved. Voice Vote. Motion Carried. (9-0)

## 6. Information Items

### A. Administrative Reports

[20-1029](#) Staff Leadership Retreat on the RACI Method

[20-1030](#) Government Alliance on Racial Equity 101 with Karen Nelson

[20-1031](#) 2nd Quarter 2020 Friends Grant Funded Program Summaries

**Attachments:** [2nd Quarter 2020 Friends Grants Program Summaries FINAL.pdf](#)

[20-1032](#) Re-Opening Update

[20-1033](#) APL Hiring Processes

[20-1034](#) 2nd Quarter 2020 Statistics (April, May, June)

**Attachments:** [2nd Quarter 2020 Statistics.pdf](#)

### B. President's Report

[20-1035](#) Upcoming Trustee Training Topic Volunteers

**Attachments:** [Trustee Training Week 2020.pdf](#)

### C. Friends Report

[20-1036](#) Introduction of Kara Sullivan, Friends Acting Executive Director

[20-1037](#) Friends Activities during COVID-19

### D. Staff Updates

[20-1038](#) Children's Services Programs and Projects Updates

[20-1051](#) Community Partnerships Updates

[20-1075](#)

The Library Board may go into closed session according to State Statute §19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of an employee over which the Board has jurisdiction or exercises responsibility. At the conclusion of its discussion, the Board will adjourn in closed session with no action being taken.

**The Library Board did not go into Closed Session.**

7. Adjournment

**Siebers moved, seconded by Bergman that the meeting be adjourned. Voice Vote. Motion Carried. (9-0)**

**The meeting was adjourned at 5:26pm**