City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes
Library Board

Monday, February 17, 2020 | **1:00 PM** | **225 N. Oneida Street**

Personnel & Policy Committee

1. Call meeting to order

Chairperson Pat Exarhos called the meeting to order at 1:04pm

2. Roll call of membership

Others Present: Sandy Matz, Colleen Rortvedt, Tasha Saecker

Present: 4 - Bergman, Peterson, Mann and Exarhos

Others : 1 - Kellner

3. Action Items

20-0198 Library Table of Organization Change Request - Safety Manager

Attachments: TO Change February 2020 memo.pdf
Attachment - June 2019 memo.pdf
Attachment - January 2018 memo.pdf

Peterson moved, seconded by Mann, that the Library Table of Organization Change Request - Safety Manager:
- Add 1FTE Library Sagety Manager in an amount not to exceed $51,376 plus benefits in Pay Grade "I" in Library Administration (16010.6101) salary projection is based on the mid-point of the pay grade
- Adding $15,000 to the existiong Operations Part Time Sub budget (16031.610800)
and eliminating the following positions:
- Vacant .5 FTE Library Clerk - Public Services (projected at $16,562)
- Vacant .5 FTE Library Page Clerk - Materials Management (projected at $15,619)
- Vacant 1 FTE Operations Clerk - Operations (projected at $61,624 / includes benefits)
be recommended for approval. Voice Vote. Motion Carried. (4-0)

Closed Session

Mann moved, seconded by Bergman that the Committee meet in Closed Session pursuant to WI Statute 19.85(f)(c) to discuss personnel matters. Voice Vote. Motion Carried. (4-0)
Roll Call was taken.
The meeting went into Closed Session at 1:26pm.

Mann moved, seconded by Bergman that the Committee reconvene meeting in Open Session. Voice Vote. Motion Carried. (4-0)
Roll Call was taken.
The meeting resumed Open Session at 1:44pm

20-0199 Establishment of the Library Director's 2020 Performance Goals

Mann moved, seconded by Peterson, that the Establishment of the Library DIrector's 2020 Performance Goals be recommended for approval. Voice Vote. Motion Carried. (4-0)

4. Information Items

20-0201 Inclusive Services Assessment: Discussion of Governance Items Related to the Personnel and Policy Committee
a. Library Director Job Position
b. Interpreter Policy

Attachments: Inclusive Services Assessment Trustee Pages October 2019.pdf
APL Library Director Job Description.pdf
City of Appleton Interpreter Policy.pdf

20-0202 Discussion of Library Safety and Security
a. Social Worker in the Library Needs Assessment Update
b. Discussion of how the library's strategic plan guides safety and security

Attachments: StrategicPlan_OnePage.pdf

5. Adjournment

Peterson moved, seconded by Bergman that the Personnel and Policy Committee meeting be adjourned. Voice Vote. Motion carried. (4-0)
The meeting adjourned at 2:35pm.