

**Outagamie Waupaca Library System**  
**Board of Trustees**  
January 17, 2013 Meeting Minutes

The meeting was called to order at 6:38 p.m. by President Gilbert at the Appleton Public Library.

PRESENT: Will Bloedow, Patricia Craig, Carol Diehl, Peter Gilbert, Paul Girod, Linda Hagen, Eunice Lawrence, Nicole Lemke, Bill Morien, Theresa Rechner.

EXCUSED: Bobbie Buchholtz, Marcia Trentlage.

OTHERS PRESENT: Rick Krumwiede.

Diehl moved, seconded by Craig, to approve the minutes of the October 18, 2012 meeting. Motion carried. Bloedow moved, seconded by Craig, to approve checks numbered 25951-25975, inclusive, in the amount of \$18,914.65 and 10/7/12-11/3/12 payroll-related expenditures in the amount of \$63,052.29. Motion carried. Craig moved, seconded by Diehl, to approve checks numbered 25739V, 25977-26014, inclusive, in the amount of \$90,031.78 and 11/4/12-12/15/12 payroll-related expenditures in the amount of \$87,150.44. Motion carried. Bloedow moved, seconded by Morien, to approve checks numbered 26015-26066, inclusive, in the amount of \$71,783.41 and 12/16/12-1/12/13 payroll-related expenditures in the amount of \$63,731.40. Motion carried. Lawrence moved, seconded by Rechner, to approve the preliminary December 2012 financial report. Motion carried.

#### DIRECTOR'S REPORT

Krumwiede reported that Outagamie and Waupaca Counties have approved their 2013 budgets, and both budgets include the requested library appropriations. Calumet County has also adopted its 2013 budget, and it includes the requested library reimbursements.

The Menominee Tribal/County Library is merging with the College of Menominee Nation. Consequently, it will be dropping out of OWLSnet. The college library already has its own library computer system, and it would be very difficult for the college library to transfer its operations to OWLSnet without a long lead-time. The OWLSnet membership agreement with the Tribal Library will need to be terminated after it's clear that there will be no costs incurred in ending the library's participation. Telecommunication services to the former location have already been terminated, but there could be some costs for data extraction.

The Wisconsin Library Association will hold its annual legislative day on February 5th in Madison. Krumwiede invited any interested trustees to attend. On February 4th, Krumwiede will attend a retreat to discuss how systems can remain effective in the future, including the possibility of reconfiguring the current systems. This is the beginning of a process that will result in recommendations to the library community in May.

Krumwiede reported on his consulting activities with member libraries. Evan Bend, with some assistance from Bradley Shipps, has been conducting e-reader training for the public at several member libraries. These sessions have been well received, and more will be held in the future. The presentation of annual statistics was deferred until the next meeting.

## OLD BUSINESS

Krumwiede reviewed activities and events that have occurred, related to Brown County Library's billing, since the last board meeting, including the October 18th BCL Board meeting, the November 1st press conference, letters sent to Brown County patrons, the November 15th BCL Board meeting, the discontinuation of service on January 1, 2013, and various other meetings. At a recent meeting, the directors of the four affected libraries asked OWLS to begin working on a long-term agreement with Brown County Library. Following discussion, Girod moved, seconded by Hagen, that OWLS contact the Brown County Library to inquire about their interest in working on a long-term agreement. Motion carried.

Krumwiede reported that the Kaukauna Public Library was continuing to checkout materials to some Brown County residents. This is contrary to our understanding of the action taken by the Kaukauna Public Library Board. Craig moved, seconded by Diehl, that the board send letters to Kaukauna board members informing that their stated policy is not being followed (unless the policy has changed), expressing the need for solidarity in dealing with Brown County, and reminding them that serving only some patrons at the discretion of staff could place the library in legal jeopardy. Motion carried.

## NEW BUSINESS

The election of officers is held at the January meeting each year. Diehl moved, seconded by Craig, to elect Pete Gilbert to the office of President, Paul Girod to the office of Vice President, and Theresa Rechner to the office of Secretary/Treasurer. Motion carried.

Annually, OWLS is required to sign a new resource library agreement with Appleton Public Library. The OWLS and APL directors drafted a 2013 agreement, which is similar to past agreements. The new agreement has already been approved by the APL Board. Morien moved, seconded by Bloedow, to approve the 2013 Resource Library Agreement with Appleton Public Library. Motion carried.

Each system is required to designate a Youth Services Liaison (YSL) to coordinate communication about youth library services within the system and to represent the system at statewide planning meetings. Sue Abrahamson from the Waupaca library has held this position for several years and has done a wonderful job. The agreement with Waupaca for this service expired at the end of December, and it is recommended that a one-year extension be signed. The Waupaca library has approved the extension, but it would like OWLS to find another library to fill this role beginning in 2014. Lawrence moved, seconded

by Hagen, to approve the one-year extension to the Youth Services Liaison Agreement with the Waupaca Area Public Library. Motion carried.

The Board has made a number of changes in compensation practices during the past 15 months (e.g., going to across the board increases, awarding all pay increases on October 1st), and the Compensation Policy needs to be revised to reflect those changes. Craig moved, seconded by Rechner, to approve the revised OWLS Compensation Policy as presented. Motion carried.

Library Automation Manager, Gerri Moeller, has requested to attend the annual Innovative Users Group meeting in San Francisco in April, and Krumwiede recommended that her request be approved. Bloedow moved, seconded by Lawrence, to send Gerri Moeller to the Innovative Users Group meeting in San Francisco in April 2013. Motion carried.

According to the Employee Handbook, the Board must annually set a maximum daily meal and incidental expense reimbursement amount for employee travel. The current schedule, i.e., \$50 in-state and \$60 out-of-state, was set in 2008. Craig moved, seconded by Bloedow, to continue using the same in-state daily maximum meal and incidental expense reimbursement and to increase the out-of-state rate to \$65 for 2013. Motion carried.

Lemke moved, seconded by Lawrence, to approve the 2013 meeting schedule. Motion carried.

The meeting was adjourned by President Gilbert at 8:05 p.m.

Respectfully submitted,

Paul Girod  
Secretary/Treasurer