

Outagamie Waupaca Library System
Board of Trustees
September, 17 2020 Meeting Minutes

The meeting was called to order at 6:00 p.m. by President Forsythe online via GoToMeeting.

PRESENT: Bobbie Buchholtz, Patricia Craig, Diane Forsythe, Michelle Frola, Peter Gilbert, Paul Girod, Mike Hankins, Marilyn Herman, Mark Marnocha, Cathy Thompson, Marcia Trentlage, Angela Ver Voort, Nate Wolff.

OTHERS PRESENT: Bradley Shipps, Liz Kauth.

EXCUSED: David Hovde.

Hankins moved, seconded by Frola, to approve the agenda as presented. Motion carried.

Buchholtz moved, seconded by Marnocha, to approve the August 20, 2020 meeting minutes as presented. Motion carried.

Craig moved, seconded by Herman, to accept the August 31, 2020 financial report and file for audit. Motion carried.

Frola moved, seconded by Trentlage, to approve the September checks numbered 31841-31866 inclusive in the amount of \$29,814.48 and payroll-related expenditures in the amount of \$58,951.02. Motion carried.

DIRECTOR'S REPORT

The director's report was shared in writing prior to the meeting.

BUSINESS

Craig moved, seconded by Herman to approve cost of living adjustment of 1% for 2021. Motion carried.

Girod moved, seconded by Buchholtz to approve \$2,500 healthcare opt out incentive, \$500 per eligible employee in Section 125 employer contributions, and Section 125 employee contribution limit of \$2,700. Motion carried

Thompson moved, seconded by Craig to set the 2021 employer healthcare contribution at 95% of the legal maximum with dental. Motion carried.

Girod moved, seconded by Ver Voort to approve the procedures for the Director's evaluation. Motion carried.

Frola moved, seconded by Herman to approve the revised job description for the Network Manager. Motion carried.

Girod moved, seconded by Hankins to approve the revised job description for the Administrative Assistant. Motion carried.

Craig moved, seconded by Frola to implement the one-year extension clause of the 2019-2020 Automation Services Agreements by not signing new agreements until 2021. Motion carried.

Girod moved, seconded by Marnocha to approve the MOU for Systems Backup and Digitization Archive Collaboration. Motion carried.

Marnocha moved, seconded by Frola to approve the revised Web Services Policy. Motion carried.

Trustees reviewed and discussed TE13: Library Advocacy.

Having completed the agenda, the meeting was adjourned by President Forsythe at 7:32pm.

Respectfully submitted,

Liz Kauth
OWLS Secretary/Treasurer, *Pro Tem*