

**Outagamie Waupaca Library System**  
**Board of Trustees**  
January 19, 2017 Meeting Minutes

The meeting was called to order at 6:03 p.m. by President Herman at the Appleton Public Library.

PRESENT: Bobbie Buchholtz, Patricia Craig, Terry Dawson, Carol Diehl, Diane Forsythe, Michelle Frola, Paul Girod, Mike Hankins, Marilyn Herman, Marcia Trentlage, Garth Zimmermann.

EXCUSED: Will Bloedow, Peter Gilbert, David Hovde, Cathy Thompson.

OTHERS PRESENT: Gerri Moeller.

Hankins moved, seconded by Forsythe, to approve the consent agenda consisting of the minutes of the November 17, 2016 meeting, checks numbered 29859-29941, inclusive, in the amount of \$150,994.61, and the December 31, 2016 financial report. Motion carried.

#### DIRECTOR'S REPORT

Moeller welcomed Zimmermann and Frola. She reviewed other highlights of her written report. She complimented OWLS staff on a successful cleanup day; several of the board members commented that the office was much improved. Forsythe asked if there had been any feedback on libraries using collection agencies; Hankins noted that the Clintonville Board has received positive feedback on the process.

#### ACTION ITEMS

Election of Officers: Forsythe volunteered to serve as Vice-President and Buchholtz volunteered to serve as Secretary/Treasurer. Girod moved, seconded by Zimmermann, to approve the new officers. Motion carried.

Girod, Dawson and Diehl expressed willingness to continue on the Personnel Committee. (The other current member, Gilbert, was not present at the meeting.) Craig moved, seconded by Diehl to approve re-appointing all of the current members of the Personnel Committee. Motion carried.

OWLS received two responses to audit inquiries. Moeller noted that the Baker Tilly proposed cost was slightly lower than last year, and much lower than the other proposal. Craig moved, seconded by Frola to approve the new audit contract with Baker Tilly.

Trentlage moved, seconded by Forsythe to approve the reciprocal borrowing agreement with Winnefox. This updates the old intersystem agreement. Motion carried.

Trentlage moved, seconded by Forsythe to move into closed session, pursuant to section

19.85(1)(c) Stat. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion carried unanimously in a roll call vote. The Board went into closed session at 6:37 p.m.

Craig moved, seconded by Buchholz to return to open session. Motion carried unanimously. The Board returned to open session at 6:52 p.m. Herman noted that the Board would like Moeller to review the Administrative Secretary position and make a recommendation on how to proceed, including potential changes in the Table of Organization.

Forsythe moved, seconded by Hankins to approve sending one OWLS staff member to attend the IUG conference in April. Motion carried.

#### DISCUSSION ITEMS

Moeller reviewed the OWLS draft technology and resource sharing plan. She discussed changes since the last version and new objectives. There was a discussion of printing solutions (B.10). Moeller invited comments and will bring the plan back to the Board after further work and discussion.

Moeller discussed the proposed OWLSnet fees formula, and included concerns from member libraries. There was a lengthy discussion of the process to develop the recommendation and the next steps. Moeller will keep the board apprised.

Strategic Planning: Moeller recommends that OWLS start a strategic planning process. The Board discussed options and resources and agreed that this would be appropriate.

While OWLS initially contracted with the NFLS library system to offer a series of webinars for OWLS member libraries, unfortunately, NFLS decided not to proceed. OWLS will be considering how best to offer continuing education offerings to member librarians, since attendance at in-person sessions, which have traditionally been more popular, has been lower as of late.

Board member handed in their binders for updating at the OWLS office.

The Board also discussed the changed meeting time and agreed to continue meeting at 6:00 p.m.

The meeting was adjourned by President Herman at 7:39 p.m.

Respectfully submitted,

Terry Dawson  
Secretary/Treasurer