

**Outagamie Waupaca Library System**  
**Board of Trustees**  
October 20, 2016 Meeting Minutes

The meeting was called to order at 6:30 p.m. by President Herman at the Appleton Public Library.

PRESENT: Will Bloedow, Bobbie Buchholtz, Patricia Craig, Terry Dawson, Diane Forsythe, Peter Gilbert, Paul Girod, Mike Hankins, Marilyn Herman, Cathy Thompson.

EXCUSED: Carol Diehl, David Hovde, Marcia Trentlage.

OTHERS PRESENT: Gerri Moeller, Garth Zimmermann.

Hankins moved, seconded by Forsythe to approve the consent agenda consisting of the minutes of the September 15, 2016 meeting, minutes of the October 13, 2016 Personnel Committee meeting, checks numbered 29771 - 29810, inclusive, in the amount of \$41,142.31, 9/4/16-10/15/16 payroll-related expenditures in the amount of \$83,660.09, and the September 2016 financial report. Motion carried.

#### DIRECTOR'S REPORT

Moeller noted the settlement of the Brown County/Outagamie County lawsuit. She also discussed the Outagamie County budget. Unfortunately, she did not speak to the finance committee during the budget presentation phase. The board agreed that the Board President should send a letter to the County about the budget request. Outagamie County will be appointing Zimmermann to the OWLS board in November. Michelle Frola of Iola will join us as a guest and potential board member at the November meeting.

Moeller noted that the 2017 System Plan included in the October 2016 was the final, submitted plan. There was discussion of the board packet distribution. Moeller also noted that she will be attending the WLA Conference in Milwaukee next week. The board also discussed the Mattoon Library's re-opening.

#### ACTION ITEMS

Girod presented the Personnel Committee's report approving the revised job descriptions. After some discussion, Craig moved, seconded by Bloedow to approve the position descriptions. Motion carried.

The 2017 Resource Library Agreement was approved by the Appleton Public Library Board earlier this week. After discussion, Gilbert moved, seconded by Girod to approve the agreement. Motion carried.

The proposed 2017 OWLS Board schedule was discussed and revised. The October meeting was moved to October 26 to avoid the Wisconsin Library Association Conference, and the

meeting times for 2017 were changed to 6:00 P.M. Hankins moved, seconded by Buchholz to approved the modified schedule. Motion carried.

Craig moved, seconded by Bloedow to approve the Health Insurance Opt-Out Policy. Several board members suggested revised language. The policy was approved with the changed language.

DPI planning requirements for system technology plans have changed, and Moeller requested approval of the proposed planning process. After discussion, Bloedow moved, seconded by Gilbert to approve the planning process with the final plan to the OWLS Board by the March board meeting. Motion carried.

#### DISCUSSION ITEMS

Moeller presented final printed copies of the 2017 OWLS budget for inclusion in board binders.

In response to a member library inquiry, the board discussed seeking outside opinions on methods for posting board packets. Moeller volunteered to check with DPI and bring information back to the next meeting before the board takes further action.

Since a potential board member from Waupaca County will be visiting the November meeting, there was no further discussion about potential board members.

Hankins moved, seconded by Bloedow to adjourn the meeting. The meeting was adjourned by President Herman at 7:32 p.m.

Respectfully submitted,

Terry Dawson  
Secretary/Treasurer