

**Outagamie Waupaca Library System**  
**Board of Trustees**  
November 16, 2017 Meeting Minutes

The meeting was called to order at 6:07 p.m. by President Herman at the New London Public Library.

PRESENT: Will Bloedow, Bobbie Buchholtz, Patricia Craig, Diane Forsythe, Michelle Frola, Peter Gilbert, Paul Girod, Mike Hankins, Marilyn Herman, Marcia Trentlage, Garth Zimmermann.

EXCUSED: Terry Dawson, Carol Diehl, David Hovde, Cathy Thompson.

OTHERS PRESENT: Bradley Shipps.

Gilbert moved, seconded by Trentlage, to approve the consent agenda consisting of the minutes of the October 26, 2017 meeting, checks numbered 30362-30406, inclusive, in the amount of \$36,481.69, payroll-related expenditures in the amount of \$46,391.56, and the October 2017 financial report. Motion carried.

**DIRECTOR'S REPORT**

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

**PERSONNEL COMMITTEE REPORT**

Report of the personnel committee was given by Girod.

**NOMINATING COMMITTEE REPORT**

Report of the nominating committee was given by Herman.

**DISCUSSION ITEMS**

Discussion of the Trustee Essential 15: The Library Board and Public Records Law

Discussion and review of OWLS Records Retention Policy.

Discussion of the Director priorities for 2018

Discussion of committee membership for 2018

Discussion of December board meeting date.

**ACTION ITEMS**

Craig moved, seconded by Hankins, to designate the Personnel committee to move forward

on the job description for the graphic design position for posting. Motion carried.

Craig moved, seconded by Bloedow, to cast a unanimous ballot for President of Marcia Trentlage and close nominations. Motion carried.

Bloedow moved, seconded by Girod, to cast a unanimous ballot for Vice President of Diane Forsythe and close nominations. Motion carried.

Craig moved, seconded by Trentlage, to cast a unanimous ballot for Secretary/Treasurer of Bobbie Buchholtz and close nominations. Motion carried.

Trentlage moved, seconded by Frola, to accept changes to the Employee Handbook as presented. Motion carried.

Forsythe moved, seconded by Zimmermann, to accept 2017 budget revisions as presented. Motion carried.

Bloedow moved, seconded by Girod, to approve the Youth Services Liaison Agreement with Waupaca Area Public Library. Motion carried.

Craig moved, seconded by Zimmermann, to accept the OWLSnet Manager job description as presented with the additional change of the word "software" to "services." Motion carried.

The meeting was adjourned by President Herman at 7:15 p.m.

Respectfully submitted,

Bobbie Buchholtz  
OWLS Secretary/Treasurer