

**Outagamie Waupaca Library System
Board of Trustees**

February 18, 2016 Meeting Minutes

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

PRESENT: Bobbie Buchholtz, Terry Dawson, Diane Forsythe, Peter Gilbert, Paul Girod, Richard Goldsmith, Mike Hankins, Marilyn Herman, David Hovde, Marcia Trentlage.

EXCUSED: Will Bloedow, Patricia Craig, Carol Diehl.

OTHERS PRESENT: Gerri Moeller, Ben Spindler (guest).

Gilbert moved, seconded by Forsythe, to approve the minutes of the January 14 , 2016 meeting. Motion carried. There was discussion of check signing procedures. Moeller indicated she would ask Outagamie County Corp Counsel to review our check procedures. Trentlage moved, seconded by Girod, to approve checks numbered 29388-29429, inclusive, in the amount of \$44,987.69 and 1/10/16-2/6/16 payroll-related expenditures in the amount of \$60,658.89. Motion carried. Buchholtz moved, seconded by Forsythe, to approve the January 2016 financial report. Motion carried.

DIRECTOR'S REPORT

Moeller, updating her written report, noted that the Return of Library Materials Bill had been passed, and awaits the Governor's signature. It may take some time to develop uniform policies and agreements for OWLSnet libraries. There was also general discussion of fines and billing practices.

The job ad for the Black Creek Library Director has been posted. OWLSnet agreements for NFLS libraries should be signed imminently. The new Kaukauna Public Library will be opening 2/29.

PRESIDENT'S REPORT

President Herman indicated that in the future she would have a written report, and invited Board members to contact her with questions and concerns.

OLD BUSINESS

The OWLS/NFLS Joint Automation Committee will meet on March 3. Moeller will ask the Outagamie County Corp Counsel to review language of the agreement.

Board members reviewed next draft of the OWLS brochure and were complimentary. Girod Moved, seconded by Goldsmith to approve the draft brochure as tweaked.

Moeller discussed the OWLSnet Fees committee. The committee is generating ideas and will

bring a proposal to the Board in the future.

NEW BUSINESS

Girod moved, seconded by Trentlage to authorize Evan Bend to travel to the Innovative Users Group meeting in San Francisco. Motion carried.

Moeller presented the Mileage Reimbursement Policy and suggested changes. Forsythe moved, seconded by Hankins, to approve the policy with changes. Motion carried.

Moeller reviewed Trustee Essentials #1: The Trustee Job Description from A Handbook for Wisconsin Public Library Trustees.

The InfoSoup Memory Project is moving from an OWLS ContentDM site to a site hosted by Milwaukee Public. This will save licensing fees in future budgets.

The OWLS Annual Report is ready to be submitted in advance of the deadline. While the report is the responsibility of the board, Moeller vowed that she would never leave the Board to do the report on our own.

Dawson moved, seconded by Trentlage to approve the 2015 OWLS Annual Report. Motion passed.

The meeting was adjourned by President Herman at 8:03 p.m.

Respectfully submitted,

Terry Dawson
Secretary/Treasurer