

Outagamie Waupaca Library System
Board of Trustees Personnel Committee
August 15, 2017 Meeting Minutes

The meeting was called to order at 9:32 a.m. by Committee Chair Paul Girod in the OWLS meeting room.

PRESENT: Terry Dawson, Paul Girod, Marilyn Herman

OTHERS PRESENT: Bradley Shipps

EXCUSED: Carol Diehl, Pete Gilbert

Herman moved, seconded by Dawson, to approve the minutes of the July 17, 2017 meeting. The motion carried.

The committee discussed the hiring process for the new director. After consulting with absent committee members about availability, we will schedule another meeting to develop interview questions.

Shipps shared the proposed wage scale which includes a new classification "Coordinator/Sr. Assistant," which falls between Library Assistant and Professional I.

Dawson moved, seconded by Girod, to recommend the creation of the Coordinator/Sr. Assistant classification and approval of the proposed pay range. Motion carried.

At the next meeting, the personnel committee will consider designating the ILS/Technology Coordinator position as the first position assigned the new classification. Shipps will provide definitions of all employee classifications for review.

Shipps shared the information gathering process for evaluating the Graphic Arts Specialist position. A summary of findings and recommendation will be presented to the Board in September.

If the new classification is approved by the Board, the OWLS Compensation Policy will need to be revised to reflect the change. We also need to update the policy to reflect that cost of living raises are effective on January 1.

Dawson moved, seconded by Herman, to recommend adoption of the revised Compensation Policy. Motion carried.

Dawson moved, seconded by Girod to move into closed session pursuant to section 19.85(1)(c) Stat. for the purpose of considering specific employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The motion carried on a roll call vote at 10:06 a.m.

Herman moved, seconded by Dawson, to re-convene into open session. The motion carried on a roll call vote at 10:18 a.m.

Dawson moved, seconded by Herman, to endorse the Acting Director's recommendation for bonuses for Professional II level staff. Motion carried.

Herman moved, seconded by Dawson, to adjourn the meeting. Motion carried at 10:21 a.m.

Bradley Shipps
OWLS Acting Director