

Outagamie Waupaca Library System
225 North Oneida Street • Appleton, WI 54911 • 920-832-6190

A meeting of the Outagamie Waupaca Library System Board of Trustees will be held **Thursday, November 18, 2021 at 6:00 p.m.** online via GoToMeeting.

OWLS Trustees and members of the public are invited to join the meeting from your computer, tablet or smartphone using this link: <https://global.gotomeeting.com/join/675253365>

You can also dial in using your phone.
United States (Toll Free): 1 866 899 4679
United States: +1 (571) 317-3116
Access Code: 675-253-365

Agenda

1. Call to order and roll call
2. Approve or make changes to the agenda
3. Insurance overview by Ned Johnson, Alliance Insurance
4. Approve October 21, 2021 meeting minutes
5. Accept October financial report and file for audit
6. Approve October/November bills
7. Report of the Director
8. Discuss disposal of equipment and furnishings
9. Report of the Personnel Committee
 - a) Approve Telecommuting Policy
 - b) Approve revised Employee Handbook
 - c) Approve revised table of organization
 - d) Approve revised wage scale
 - e) Approve revised job descriptions
 1. Director
 2. Web and Marketing Coordinator
 3. OWLSnet Manager
 4. Circulation Specialist
 5. Technology Coordinator
 6. Administrative Assistant
 7. Office Assistant
 - f) Approve new positions
 1. Consulting & Outreach Librarian
 2. Computer Technician

Continued...

Board members who are unable to attend are requested to notify the OWLS office. If special accommodations are necessary for attendance at this meeting, please contact the Outagamie Waupaca Library System at 920-832-6190 to make arrangements.

10. Closed Session: The Board may convene into closed session pursuant to section 19.85(1)(e) Stat.: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, **AND** 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.

- a) Lease negotiation
- b) Director's performance evaluation
- c) Employee hours and compensation

11. The Board shall return to open session immediately following the closed session to act on matters of closed session.

- 12. Revise 2021 OWLS Budget
- 13. Schedule December board meeting
- 14. Adjourn

Board members who are unable to attend are requested to notify the OWLS office. If special accommodations are necessary for attendance at this meeting, please contact the Outagamie Waupaca Library System at 920-832-6190 to make arrangements.