

Outagamie Waupaca Library System
Board of Trustees Personnel Committee
February 26, 2016, 2015 Meeting Minutes

The meeting was called to order at 1:08 PM by Committee Chair Paul Girod in the Appleton meeting room.

PRESENT: Terry Dawson, Carol Diehl, Pete Gilbert, Paul Girod, Marilyn Herman

OTHERS PRESENT: Gerri Moeller

NEW BUSINESS

The committee reviewed the OWLS Personnel Handbook. Moeller recommended that OWLS adopt the IRS reimbursement rate for reimbursing meals and other incidental expenses. The group agreed and directed Moeller to make the suggested change to the handbook, and place it on the next full board agenda as recommended by the personnel committee. The committee had no other recommended changes.

The committee discussed the upcoming director evaluation. Moeller offered to contact other system directors for copies of their review procedure, and forward these to the Personnel Committee. Moeller will also plan to do a self-evaluation, since that was useful last year. She was asked to update her list of goals, and prioritize the top 3. The self-evaluation should be presented at the May 19 Board meeting.

The committee agreed to send a survey out to all board members, member library directors and OWLS managers after the May Board meeting, and meet on June 8 at 1:00 PM in the OWLS meeting room to discuss. The OWLS board should plan to go into closed session at the June Board meeting to discuss the director evaluation.

The committee also discussed OWLS staff compensation. Salaries will be looked at in greater detail once 2015 numbers are available. Moeller was also asked to investigate the value of benefits packages at comparable organizations. The committee also discussed adding benefits to the OWLS compensation package.

Girod adjourned the meeting at 2:08 p.m.

Respectfully submitted,

Gerri Moeller
OWLS Director