

**Outagamie Waupaca Library System**  
**Board of Trustees**  
April 18, 2013 Meeting Minutes

The meeting was called to order at 6:35 p.m. by President Gilbert at the New London Public Library.

PRESENT: Will Bloedow, Bobbie Buchholtz, Patricia Craig, Terry Dawson, Carol Diehl, Peter Gilbert, Paul Girod, Linda Hagen, Eunice Lawrence, Bill Morien, Theresa Rechner, John Signoretti.

EXCUSED: Nicole Lemke, Marcia Trentlage.

OTHERS PRESENT: Rick Krumwiede.

Lawrence moved, seconded by Diehl, to approve the minutes of the March 21, 2013 meeting. Motion carried. Craig moved, seconded by Lawrence, to approve checks numbered 26160-26218, inclusive, in the amount of \$1,493,468.52 and 3/10/13-4/6/13 payroll-related expenditures in the amount of \$65,670.59. Motion carried. Morien moved, seconded by Dawson, to approve the March 2013 financial report. Motion carried.

#### DIRECTOR'S REPORT

Krumwiede reminded board members that it was National Library Week and that the Fox Cities Book Festival was in progress. Krumwiede reported on the annual CCBC workshop, and Bloedow, Dawson, Gilbert, and Krumwiede all attended presentations by library futurist Garry Golden. (<http://www.garrygolden.net/owls2013/>)

The Sierra software has been relatively stable since the last update. Moeller and Krumwiede presented the annual OWLSnet report to the NFLS Board earlier this month. Krumwiede also reported on the SRLAAW process to the NFLS Board. Krumwiede met with the Clintonville Public Library Selection Committee and the Black Creek Village Library Board on April 4th. On April 9th he made a presentation to the Waupaca Area Public Library Board, and on the 13th he presented a trustee workshop in Ashland.

Krumwiede gave an update on the SRLAAW process to examine how public library systems can remain effective in meeting member library needs into the future, including the possibility of reconfiguring systems. The preliminary recommendations will be released on May 2nd at the Wisconsin Association of Public Libraries conference.

Krumwiede announced that he would be retiring and his last day will be October 18th. He thanked board members for their encouragement, support, and friendship. Gilbert stated that a Personnel Committee meeting has been scheduled, and he asked if there were any objections to the Personnel Committee serving as the Search Committee. There were none.

OLD BUSINESS

There wasn't much new to report on the Brown County Library billing situation. The Outagamie County libraries have all restored service to Brown County residents, and the two county executives met earlier this month. Krumwiede reviewed some draft legislation from Rep. Murphy's office which would remedy the situation with consolidated county libraries, but it wouldn't address similar problems with joint city-county libraries.

NEW BUSINESS

OWLS has never formally adopted a records retention schedule and has not disposed of many organizational records. In 2006, DPI facilitated a process to develop a record retention schedule for Wisconsin public libraries and library systems, and this schedule was adopted by the Wisconsin Public Records Board. Adopting the schedule would allow OWLS to dispose of designated records without prior approval of Wisconsin Historical Society. Craig moved, seconded by Bloedow, to adopt the *Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems*. Motion carried.

Krumwiede recommended the following budget modifications:

	2013 Budget 02/21/13	2013 Budget 04/18/13	Change	% Change
<b>Income</b>				
Federal LSTA Grants	\$22,513.00	\$27,513.00	\$5,000.00	22.2%
Transfer from Fund Balance	\$78,000.00	\$93,881.00	\$15,881.00	20.4%
<b>Expenditures</b>				
339-13 Materials and Projects	\$1,000.00	\$6,000.00	\$5,000.00	500.0%
400-23 Appleton	\$147,455.00	\$163,336.00	\$15,881.00	10.8%

Craig moved, seconded by Dawson, to approve the 2013 budget modifications as recommended. Motion carried.

Krumwiede reported that he has submitted a 2013 budget request, based on actual library costs, to the Manitowoc-Calumet Library System. He has also communicated OWLS desire to update the intersystem onsite borrowing between the systems.

The meeting was adjourned by President Gilbert at 7:50 p.m.

Respectfully submitted,

Theresa Rechner  
Secretary/Treasurer