

Outagamie Waupaca Library System
Board of Trustees
January 14, 2016 Meeting Minutes

The meeting was called to order at 6:50 p.m. by President Diehl at the Public Library, after a quorum was reached.

PRESENT: Will Bloedow, Carol Diehl, Peter Gilbert, Paul Girod, Mike Hankins, Marilyn Herman, David Hovde.

EXCUSED: Bobbie Buchholtz, Patricia Craig, Terry Dawson, Richard Goldsmith, Marcia Trentlage.

OTHERS PRESENT: Gerri Moeller, and Diane Forsythe (guest)

Paul Girod moved, seconded by Peter Gilbert, to approve the minutes of the November 12, 2015 meeting. Motion carried. Peter Gilbert moved, seconded by Will Bloedow, to approve checks numbered 29322 to 29336, inclusive, in the amount of \$63,220.62, and checks numbered 29337 to 29387, inclusive, in the amount of 72,968.27 and 10/4/2015-11/28/2015 payroll-related expenditures in the amount of \$63,163.76 and 12/20/2015-1/9/2016 payroll-related expenditures in the amount of \$6,813.64. Motion carried. Marilyn Herman moved, seconded by Peter Gilbert, to approve the November and December 2015 financial reports. Motion carried.

DIRECTOR'S REPORT

Submitted in writing.

PRESIDENT'S REPORT

President Diehl also shared correspondence from the Fox Valley Literacy Council thanking OWLS for financial assistance.

President Diehl directed the Personnel Committee to meet with the Director regarding the Director's annual review process, and to begin reviewing the OWLS Employee Handbook. She also urged the Board to consider stipends for OWLS board members to attend Library Legislative Day.

NOMINATING COMMITTEE REPORT

A slate of officers was presented by David Hovde from the Nominating Committee. Submitted for consideration were Marilyn Herman for President, Mike Hankins for Vice President and Terry Dawson for Secretary/Treasurer.

AUTOMATION COMMITTEE REPORT

Mike Hankins from the Automation Committee presented a report of the meeting with the NFLS Automation Committee and the followup OWLS meeting from December. Mike

Hankins moved, seconded by David Hovde to approve the minutes of the December 3, 2015 Automation Committee meeting. Motion carried.

OLD BUSINESS

Moeller reported that the NFLS Board has approved and signed the Automation Services Agreement one year extension. All OWLSnet membership agreements from OWLS member libraries have been signed and returned to OWLS. We have not yet received OWLSnet membership agreements from NFLS member libraries.

The Board discussed the proposed OWLS brochure. The board suggested a number of changes and asked that the revised brochure be resubmitted at the next OWLS Board meeting.

NEW BUSINESS

Paul Girod moved, seconded by Will Bloedow to approve the Outagamie County reimbursement agreement.

David Hovde moved, seconded by Mike Hankins to approve the slate of officers recommended by the Nominating Committee. Motion carried.

President Diehl appointed Paul Girod (chair), Terry Dawson, Peter Gilbert and Carol Diehl to the Personnel Committee. President Diehl appointed Mike Hankins (chair), Richard Goldsmith, Marcia Trentlage and Terry Dawson to the Automation Committee.

The Board discussed the 2015 OWLS Budget amendment, a clarification of previous changes. Peter Gilbert moved, seconded by Will Bloedow to approve the budget amendment. Motion carried.

The Board discussed the 2016 OWLS staffing and scheduled employee hours. Paul Girod moved, seconded by Peter Gilbert to increase the hours of the Computer Technician to 40 hours per week and the hours of the Cataloging Assistant to 29 hours per week. Motion carried.

Paul Girod moved, seconded by Mike Hankins to pay mileage and registration for any OWLS Board member wishing to attend Library Legislative Day in Madison. Motion carried.

Marilyn Herman moved, seconded by Paul Girod to affirm the Policy for Creating and Revising Policies. Motion carried.

Mike Hankins moved, seconded by Will Bloedow to approve the current wording for the OWLS membership agreements. Motion carried.

Peter Gilbert moved, seconded by Mike Hankins that AAC should decide on any changes in implementation of the SAM fine settings. Motion carried.

The OWLS Board reflected on the passing of Beth Mack and her many decades of local library, school library, city and technical college service.

The OWLS Board thanked Carol Diehl, outgoing president, for her many efforts on behalf of OWLS.

The meeting was adjourned by President Diehl at 7:58 p.m.

Respectfully submitted,

Marilyn Herman