

**Outagamie Waupaca Library System**  
**Board of Trustees**  
October 19th, 2023, Meeting Minutes

The meeting was called to order at 6:00 p.m. by Vice President Looker.

PRESENT: Mitesh Ajmera (left at 6.49pm), Bobbie Buchholtz, Diane Forsythe, Peter Gilbert, Mike Hankins, Wendy Hartman, Marilyn Herman, Brian Looker, Cathy Thompson, Angela Ver Voort.

OTHERS PRESENT: Bradley Shipps, Melissa Knight, Bryan Durkee (left at 6.05pm).

EXCUSED: Tyler Baeten, Michelle Frola, Paul Girod, Lila Malvik-Shower, Marcia Trentlage.

Forsythe moved, seconded by Hankins, to approve the agenda as presented.  
Motion carried.

Hankins moved, seconded by Forsythe, to approve the September 21st, 2023, meeting minutes as presented. Motion carried.

Hartman moved, seconded by Buchholtz, to accept the September 2023 financial report and file for audit. Motion carried.

Forsythe moved, seconded by Ajmera, to approve the September 2023 and October 2023 checks numbered 33405 - 33438 inclusive in the amount of \$25,391.51 and payroll-related expenditures in the amount of \$77,140.32. Motion carried.

**DIRECTOR'S REPORT**

The director's report was shared in writing prior to the meeting.

**BUSINESS**

Trustees reviewed the Report of the Fund Balance Committee and the current Investment Policy. No action taken.

Ver Voort moved, seconded by Hartman, to approve purchases from the 2023 OWLS Budget surplus of up to \$15,000.00 for the OverDrive collection. Motion carried.

Trustees discussed expiring board terms. No action taken.

Vice President Looker sought candidates for the offices of President, Vice President, and Secretary for terms beginning in 2024. One trustee volunteered: Trustee Buchholtz for Secretary.

Vice President Looker appointed a Nominating Committee for 2024 officer election: Trustee Gilbert and Trustee Thompson.

Forsythe moved, seconded by Herman, to approve changes to the Programming Grant Policy. Motion carried.

Trustees reviewed Trustee Essential 9: Managing the Library's Money.

Having completed the agenda, the meeting was adjourned by Vice President Looker at 7:19pm.

Respectfully submitted,

Melissa Knight  
OWLS Administrative Assistant