

**Outagamie Waupaca Library System**  
**Board of Trustees**  
November 16th, 2023, Meeting Minutes

The meeting was called to order at 6:01 p.m. by President Frola.

PRESENT: Mitesh Ajmera, Tyler Baeten, Bobbie Buchholtz, Diane Forsythe, Michelle Frola, Peter Gilbert, Wendy Hartman, Marilyn Herman, Brian Looker, Lila Malvik-Shower, Cathy Thompson, Angela Ver Voort.

OTHERS PRESENT: Bradley Shipps, Melissa Knight, Veronica Woodward (visiting board candidate).

EXCUSED: Paul Girod, Mike Hankins, Marcia Trentlage.

Hartman moved, seconded by Gilbert, to approve the agenda as presented.  
Motion carried.

Malvik-Shower moved, seconded by Buchholtz, to approve the October 19th, 2023, meeting minutes as presented. Motion carried.

Forsythe moved, seconded by Ver Voort, to accept the October 2023 financial report and file for audit. Motion carried.

Herman moved, seconded by Gilbert, to approve the October 2023 and November 2023 checks numbered 33439 - 33471 inclusive and check number 33474, in the amount of \$47,234.23 and payroll-related expenditures in the amount of \$93,652.35. Motion carried.

**DIRECTOR'S REPORT**

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

**BUSINESS**

Buchholtz moved, seconded by Malvik-Shower, to approve the cancellation of the December 21<sup>st</sup>, 2023, board meeting and to authorize Bradley Shipps to sign the Outagamie County Agreement between the November and January board meetings, provided the language is not materially changed from previous years. Motion carried.

Hartman moved, seconded by Forsythe, to approve the Fund Balance Policy. Motion carried.

Forsythe moved, seconded by Looker, to approve the Fund Balance Committee October 18<sup>th</sup>, 2023, meeting minutes as presented. Motion carried.

Forsythe moved, seconded by Ver Voort, to approve the revised Employee Handbook. Motion carried.

Hartman moved, seconded by Ver Voort, to approve job descriptions for the Training Librarian and the Circulation Specialist. Motion carried.

Knight and Woodward excused themselves from the meeting prior to the closed session.

The Board moved to convene in closed session 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. Motion carried on a unanimous roll call vote at 6:48pm.

- Employee compensation
- Director's performance evaluation

Thompson moved, seconded by Ajmera, to reconvene in open session at 7:30 pm.

Hartman moved, seconded by Ajmera, to approve the director's performance evaluation. Motion carried.

Ver Voort moved, seconded by Buchholtz, to approve the employee compensation proposal. Motion carried.

Having completed the agenda, the meeting was adjourned by President Frola at 7:36 pm.

Respectfully submitted,

Melissa Knight  
OWLS Administrative Assistant