

**Outagamie Waupaca Library System**  
**Board of Trustees**  
December 16, 2021 Meeting Minutes

The meeting was called to order at 6:00 p.m. by President Forsythe online via GoToMeeting.

PRESENT: Tyler Baeten, Bobbie Buchholtz, Patricia Craig, Diane Forsythe, Michelle Frola, Peter Gilbert, Paul Girod, Mike Hankins, Marilyn Herman, Brian Looker, Cathy Thompson, Marcia Trentlage, Angela Ver Voort.

OTHERS PRESENT: Liz Kauth, Bradley Shipps.

Excused: Mark Marnocha, Nate Wolff.

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

Herman moved, seconded by Buchholtz, to approve the November 18, 2021 meeting minutes as presented. Motion carried.

Hankins moved, seconded by Trentlage, to accept the November 30, 2021 financial report and file for audit. Motion carried.

Craig moved, seconded by Girod, to approve the November/December checks numbered 32374-32406 inclusive in the amount of \$56,938.37 and payroll-related expenditures in the amount of \$80,405.40. Motion carried.

**DIRECTOR'S REPORT**

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

**BUSINESS**

Looker moved, seconded by Frola, to approve the Appleton Public Library Service Agreement. Motion carried.

Buchholtz moved, seconded by Trentlage, to approve AAC's recommendation for OWLSnet Fees. Motion carried.

Ver Voort moved, seconded by Herman, to approve increasing the total Office Assistant hours from 20 per week to 30 per week until APL closes at Oneida St. Motion carried.

Gilbert moved, seconded by Buchholtz, to approve reimbursement of OWLS Trustee costs related to Legislative Day attendance. Motion carried.

Hankins moved, seconded by Frola, to authorize the Director to sign the Outagamie County Agreement, provided the language is the same as last year. Motion Amended to include removal of the incorrect hyphen in "Outagamie-Waupaca." Motion carried.

Girod moved, seconded by Gilbert, to authorize the Director to obligate funds for move-related expenses from the fund balance, either by paying with an OWLS credit card or signing a contract.

Hankins moved, seconded by Herman, to approve the 2022 meeting schedule as presented. Motion carried.

Hankins moved, seconded by Gilbert, to approve the lease agreement with Outagamie County as presented. Motion carried.

Having completed the agenda, the meeting was adjourned by President Forsythe at 7:07pm.

Respectfully submitted,

Liz Kauth  
OWLS Secretary/Treasurer, *Pro Tem*