

**Outagamie Waupaca Library System**  
**Board of Trustees**  
June 15th, 2023, Meeting Minutes

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

PRESENT: Tyler Baeten, Diane Forsythe, Michelle Frola, Peter Gilbert, Wendy Hartman, Marilyn Herman, Brian Looker, Cathy Thompson, Marcia Trentlage, Angela Ver Voort (arrived at 6:05pm).

OTHERS PRESENT: Bradley Shipps, Melissa Knight.

Excused: Mitesh Ajmera, Bobbie Buchholtz, Paul Girod, Mike Hankins, Lila Malvik-Shower.

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

Herman moved, seconded by Baeten, to accept the May 18th, 2023, meeting minutes as presented. Motion carried.

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

Trentlage moved, seconded by Thompson, to approve the May 2023 and June 2023 checks numbered 33230 - 33269 inclusive in the amount of \$47,963.06 and payroll-related expenditures in the amount of \$71,740.46. Motion carried.

**DIRECTOR'S REPORT**

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

**BUSINESS**

Trustees reviewed report of Fund Balance Committee. No action taken.

Thompson moved, seconded by Baeten, to approve the revised job description for Computer Network Manager. Motion carried.

Forsythe moved, seconded by Hartman, to approve posting above the minimum wage range, for the Computer Network Manager position. Motion carried.

Trustees discussed funding for a 6-8 week overlap of new hire with retiring staff member. No action taken.

Review of 2023 System Plan. No discussion. No action taken.

Forsythe moved, seconded by Trentlage, to approve 2024 OWLSnet Fees.  
Motion carried.

Trentlage moved, seconded by Ver Voort, to approve final 2022 financial statement.  
Motion carried.

Ver Voort moved, seconded by Trentlage, to approve 2022 fund balance designation.  
Motion carried.

Ver Voort moved, seconded by Herman, to approve Youth Services Liaison Agreement.  
Motion carried.

Gilbert moved, seconded by Thompson, to approve OWLSnet Network Connection Policy.  
Motion carried.

Trustees reviewed Trustee Essentials 15: The Library Board and the Public Records Law.

Having completed the agenda, the meeting was adjourned by President Frola at 7:14 pm.

Respectfully submitted,

Melissa Knight  
OWLS Administrative Assistant.