

Outagamie Waupaca Library System
Board of Trustees
September 20, 2018 Meeting Minutes

The meeting was called to order at 6:07 p.m. by Vice President Forsythe at the New London Public Library.

PRESENT: Will Bloedow, Patricia Craig, Diane Forsythe, Michelle Frola, Peter Gilbert, Paul Girod, Mike Hankins, Marilyn Herman, Cathy Thompson, Marcia Trentlage.

EXCUSED: Bobbie Buchholtz, Carol Diehl, David Hovde.

OTHERS PRESENT: Bradley Shipps, Angela Ver Voort.

President Trentlage arrived shortly after the meeting was called to order.

Hankins moved, seconded by Forsythe, to remove all items from the consent agenda for discussion. Motion carried.

Trustees agreed that discussion of financial reports and bills is preferred even when they have been provided ahead of time. We will not use a consent agenda for future meetings.

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

Hankins moved, seconded by Herman, to approve the minutes of the August 16, 2018 meeting. Motion carried.

Forsythe moved, seconded by Craig, to approve the August 31, 2018 financial report. Motion carried.

Forsythe moved, seconded by Gilbert, to approve checks numbered 30804-30848, inclusive in the amount of \$34,759.20 and payroll-related expenditures in the amount of \$78,684.64. Motion carried.

DIRECTOR'S REPORT

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

PERSONNEL REPORT

Girod deferred reporting until we discuss the 2019 personnel budget under New Business.

BOARD VISITS

Trustees shared their experience visiting the Kimberly-Little Chute and Waupaca library boards in August and September. Our hosts have not had many questions, but we feel the

visits have value in building relationships.

OLD BUSINESS

The board discussed efforts to fill the board vacancies and expiring terms. Thompson is willing to serve another term. Shipps needs to find out if a new application is required. Gilbert has submitted an application to serve another term. Ver Voort and Wolff have submitted appointment applications and are awaiting confirmation by the Outagamie County Board of Supervisors. Shipps will contact Waupaca County Trustees whose terms are expiring in December.

Shipps shared an update on the ILS merger exploration process, and the Small Library Summit which was held on Wednesday.

NEW BUSINESS

Herman moved, seconded by Gilbert, to approve the OWLS 2018 Revised Budget. Motion carried.

Girod moved, seconded by Hankins, to approve a 1.9% cost of living increase effective January 1. Girod amended the motion, seconded by Hankins to approve a 2.0% cost of living increase effective January 1. Motion carried.

Girod moved, seconded by Herman to apply the 2% cost of living increase for staff hired in January or February 2018 and approved a 1% cost of living increase for staff hired in June 2018. Motion carried.

Girod moved, seconded by Gilbert, to increase the health care opt out incentive for 2019 to \$2,500.00. Motion carried.

Girod moved, seconded by Hankins, not to change to Section 125 contributions for 2019. Motion carried.

Girod moved, seconded by Forsythe, to set the employer contribution for health insurance up to the legal maximum for 2019. Motion carried.

Gilbert moved, seconded by Forsythe, to approve the 2019 proposed budget. Motion carried.

Herman moved, seconded by Gilbert, to approve the 2019 system plan. Motion carried.

Craig moved, seconded by Gilbert, to approve the 2019 Resource Library Agreement. Motion carried.

Hankins moved, seconded by Frola, to approve of the Employee Handbook revisions as presented. Motion passed.

Hankins moved, seconded by Frola, to approve the new vacation policy implementation plan. Gilbert abstained. Motion carried.

Herman moved, seconded by Craig, to approve the Compensation Policy revisions as presented. Motion carried.

The meeting was adjourned by President Trentlage at 7:50 p.m.

Respectfully submitted,

Michelle Frola
OWLS Secretary/Treasurer *pro tem*