

Outagamie Waupaca Library System
Board of Trustees
September 21, 2017 Meeting Minutes

The meeting was called to order at 6:03 p.m. by President Herman at the Appleton Public Library.

PRESENT: Bobbie Buchholtz, Patricia Craig, Terry Dawson, Carol Diehl, Diane Forsythe, Peter Gilbert, Paul Girod, Mike Hankins, Marilyn Herman, Cathy Thompson, Marcia Trentlage.

EXCUSED: Will Bloedow, Michelle Frola, David Hovde, Garth Zimmermann.

OTHERS PRESENT: Bradley Shipps.

Forsythe moved, seconded by Thompson, to approve the consent agenda consisting of the minutes of the August 17, 2017 meeting, checks numbered 30253-30314, inclusive, in the amount of \$147,318.71, payroll-related expenditures in the amount of \$74,154.41, and the August 31, 2017 financial report. Motion carried.

Herman asked to postpone agenda items 6 c. d. and e. until the end of the meeting.

ACTING DIRECTOR'S REPORT

The acting director's report was shared in writing prior to the meeting. Shipps encouraged attendance at the PLSR regional meetings, including one at Kaukauna Public Library on September 28th at 1:00 pm.

The Personnel committee meeting scheduled for August 14, 2017 was canceled due to lack of a quorum, so no report was given.

DISCUSSION ITEMS

Shipps reported on the APL building planning process and suggested a meeting of the facilities committee in the near future.

Shipps reported on the status of county funding requests, and shared the County Payments for Library Services flyer developed by the Library Development & Legislation Committee of WLA.

ACTION ITEMS

Craig moved, seconded by Girod, to convene a Nominating Committee consisting of Marilyn Herman and Marcia Trentlage. Motion carried.

Shipps will facilitate scheduling of Personnel and Facilities committee meetings via email.

Forsythe moved, seconded by Trentlage, to approve the Continuing Education Agreement with Winnefox Library System. Motion carried.

Trentlage moved, seconded by Dawson, to approve the 2018 Resource Library Agreement. Motion carried.

Craig moved, seconded by Forsythe, to approve a 2018 cost of living adjustment of 1%, effective January 1, 2018. Motion carried.

Dawson moved, seconded by Girod, to set the 2018 health insurance contribution at 95% of the plan cost up to the legal limit. Motion carried.

Forsythe moved, seconded by Gilbert, to set the 2018 health insurance opt out incentive at \$2,000. Motion carried.

Hankins moved, seconded by Trentlage, to set the 2018 Section 125 contribution at \$500. Motion carried.

Trentlage moved, seconded by Forsythe, to move into 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. The motion carried on a unanimous roll call vote.

- Topic: Employee compensation

Craig moved, seconded by Trentlage, to re-convene into open session. The motion carried on a unanimous roll call vote.

Craig moved, seconded by Thompson, to approve raises above the cost of living increase for the Catalog Librarian and the Circulation Specialist, effective January 1, 2018. Motion carried.

Dawson moved, seconded by Diehl, to approve the 2018 budget as presented. Motion carried.

Trentlage moved, seconded by Thompson, to approve the 2018 OWLS System Plan. Motion carried.

Girod moved, seconded by Forsythe, to move into 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. The motion carried on a unanimous roll call vote. Shipps excused herself from the meeting.

- Topic: Hiring OWLS Director

Hankins moved, seconded by Forsythe, to re-convene into open session. The motion carried on a unanimous roll call vote.

No action was required following the closed session. Shipps returned to the meeting.

Gilbert moved, seconded by Forsythe, to assign the ILS/Technology Coordinator position to the Coordinator/Sr. Assistant classification. Motion carried.

Forsythe moved, seconded by Dawson, to approve the revised Web Services Policy. Motion carried.

Hankins moved, seconded by Trentlage, to approve the revised Computer Support Policy as amended to remove the word personal throughout the document where it precedes the word computer. Motion carried.

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

Respectfully submitted,

Bobbie Buchholtz
OWLS Secretary/Treasurer