

**Outagamie Waupaca Library System**  
**Board of Trustees**  
March 16, 2017 Meeting Minutes

The meeting was called to order at 6:02 p.m. by President Herman at the Appleton Public Library.

PRESENT: Will Bloedow, Bobbie Buchholtz, Patricia Craig, Terry Dawson, Michelle Frola, Paul Girod, Mike Hankins, Marilyn Herman, David Hovde, Marcia Trentlage, Garth Zimmermann.

EXCUSED: Carol Diehl, Diane Forsythe, Peter Gilbert, Cathy Thompson.

OTHERS PRESENT: Gerri Moeller, Bradley Shipps.

Bloedow moved, seconded by Trentlage, to approve the consent agenda consisting of the minutes of the February 16, 2017 meeting, checks numbered 29981-30012, inclusive, in the amount of \$91,606.16 , 2/17/17-3/16/17 payroll-related expenditures in the amount of \$57,299.11, and the February 28, 2017 financial report. Motion carried.

#### DIRECTOR'S REPORT

The Director's report was shared prior to the meeting in writing. Additionally, Moeller mentioned that the new Clintonville web site has gone live, and OWLS staff have begun planning for replacing our email server.

#### ACTION ITEMS

The Board discussed the OWLS Technology and Resource Sharing Plan. The plan was originally developed by the OWLS Management Team, and was modified with input from OWLS member libraries, AAC member libraries and OWLS Trustees. The current plan was submitted to Trustees and OWLS library directors for input. Hankins moved, seconded by Bloedow to accept the OWLS Technology and Resource Sharing Plan as presented. Motion carried.

The Board discussed the draft OWLS table of organization, proposed position description and proposed budget amendment. OWLS is proposing hiring an ILS/Technology Coordinator to assist in managing the ILS and maintaining and developing automated reporting and other technology-related tasks at OWLS. Craig moved, seconded by Dawson to approve the budget amendment. Motion carried. Hankins moved, seconded by Frola to approve the modified table of organization, position description and hiring process for ILS/Technology Coordinator. Motion carried.

The Board discussed the current OWLSweb Policy and the draft OWLSweb Policy revised by Evan Bend. Since so many things have changed since 2005 when the OWLSweb Policy was originally instituted, the policy has been re-written to reflect current practice and

technology. Frola moved, seconded by Trentlage to approve the updated OWLSweb Policy. Motion carried.

#### DISCUSSION ITEMS

Many of the trustees indicated interest in attending a new trustee orientation session in April. Since there will be a quorum at the orientation session, it will be noticed as an official meeting, although at this time, no business is intended to be carried out.

The Board discussed Recollection Wisconsin's Year in Review 2016 and expressed interest in having a demonstration at a future meeting. The Board discussed Trustee Essentials #14: The Library Board and the Open Meetings Law.

The meeting was adjourned by President Herman at 6:57 p.m.

Respectfully submitted,

Bobbie Buchholtz  
Secretary/Treasurer