

**Outagamie Waupaca Library System
Board of Trustees**

April 23, 2015 Meeting Minutes

The meeting was called to order at 6:31 p.m. by President Diehl at the New London Public Library.

PRESENT: Will Bloedow, Bobbie Buchholtz, Patricia Craig, Terry Dawson, Carol Diehl, Richard Goldsmith, Paul Girod, Linda Hagen, Mike Hankins, Eunice Lawrence, Marcia Trentlage.

EXCUSED: Peter Gilbert, Marilyn Herman, David Hovde, Theresa Rechner.

OTHERS PRESENT: Gerri Moeller.

Hankins moved, seconded by Lawrence, to approve the minutes of the March 19, 2015 meeting. Motion carried.

After discussion, Craig moved, seconded by Girod, to approve checks numbered 28916 - 28963, inclusive, in the amount of \$84,596.18 and 03/08/2015 - 04/08/2015 payroll-related expenditures in the amount of \$85,647.67. Motion carried.

Trentlage moved, seconded by Bloedow, to approve the March 2015 financial report. Motion carried.

DIRECTOR'S REPORT

Submitted in writing.

Gerri outlined the draft proposal from WiLS for a parallel planning process with the Winnefox Library System, which will be considered at next month's meeting when more details are available. The process is being driven by the search for service improvements, flat system funding, and Fox Cities service concerns.

PRESIDENT'S REPORT

None.

OLD BUSINESS

Moeller reviewed her draft goals for 2015-2016.

Moeller requested a volunteer from the board to help plan the May board/staff get-together. Bloedow volunteered to help plan the event.

Moeller presented a 2015 budget revision to correct the rounding errors made last year in the Calumet County reimbursements. All of the affected libraries (Appleton, Kaukauna and Kimberly-Little Chute) have agreed to the revision. Craig moved, seconded by Hagen to

approve the revised budget.

NEW BUSINESS

The Resource Library Agreement also needed to be revised to reflect the corrected Calumet County numbers. After discussion of the various elements of the agreement, Craig moved, seconded by Bloedow, to approve the revised Resource Library Agreement.

The OWLS audit revealed that the November 2014 minutes failed to reflect a budget adjustment, but Trentlage confirmed that it had been presented, since a copy of the adjustment was in her board packet. Since the minutes did not reflect the board acting on the document, Trentlage moved, seconded by Bucholtz to approve the budget adjustment, and to certify that the board was aware of the budget adjustment at the November 20, 2014 meeting. Motion passed.

Moeller discussed a draft letter prepared by the auditor from OWLS to attorney Macy assuring the auditor that there is no pending litigation from last year's personnel concerns.

The Automation Services Agreement has not been updated in several years. The board needs to appoint a committee to review and meet with a committee from the NFLS board. President Diehl appointed Goldsmith, Hagen and Hankins to the committee. Craig moved, seconded by Bloedow to approve the appointments. Motion passed.

The board decided to work on the Outagamie County Library Service Plan as a committee of the whole, rather than appointing a separate committee. Moeller will have preliminary information for next month's meeting.

The board discussed service to residents outside of Outagamie and Waupaca County. Currently, OWLS has agreements with the library systems in surrounding counties for handling service provided to residents living in municipalities without libraries. At the next meeting, it may be necessary to discuss updating or changing those agreements.

Girod, chair of the Personnel Committee noted that the Personnel Committee needs to begin work on planning for a permanent OWLS Director. Buchholtz added that the committee should consider informing other OWLS libraries.

Craig moved, seconded by Trentlage and Girod to adjourn the meeting at 7:35 PM.

Respectfully submitted,

Terry Dawson
Secretary/Treasurer