

Outagamie Waupaca Library System
Board of Trustees
August 18, 2016 Meeting Minutes

The meeting was called to order at 6:35 p.m. by Vice-President Hankins at the Appleton Public Library.

PRESENT: Will Bloedow, Patricia Craig, Terry Dawson, Carol Diehl, Diane Forsythe, Peter Gilbert, Mike Hankins, David Hovde, Cathy Thompson.

EXCUSED: Bobbie Buchholtz, Paul Girod, Marilyn Herman, Marcia Trentlage.

OTHERS PRESENT: Evan Bend, Gerri Moeller.

Will thanked the board for the card while he was in the hospital.

Gilbert moved, seconded by Forsythe, to approve the minutes of the July 7, 2016 Personnel Committee meeting. Motion carried. Gilbert moved, seconded by Forsythe, to approve the minutes of the July 14, 2016 meeting. Motion carried. Bloedow moved, seconded by Forsythe, to approve checks numbered 29679-29738, inclusive, in the amount of \$1,482,332.38 and 7/10/16-8/6/16 payroll-related expenditures in the amount of \$58,285.52. Motion carried. Diehl moved, seconded by Bloedow, to approve the July 2016 financial report. Motion carried.

Evan Bend reported on integrating digital collections into the catalog. He reviewed the history of digitization efforts among OWLSnet libraries and demonstrated the Digital Public Library of America.

DIRECTOR'S REPORT

Moeller reported OWLS membership agreements have been completed. The OWLS office has been rearranged and cataloging staff are moving from the Appleton office into the OWLS office. OWLS is also planning on an office cleaning/shredding day to clean out old paper. The day has yet to be scheduled, but will start with a review of the OWLS records retention policy. Staff have worked hard to eliminate the cataloging backlog and we hope to fill the vacancy soon. Moeller also discussed the Manitowoc situation and how the problem is extremely unlikely to happen here. As there, people would notice, and our statistical methods prevent libraries from directly modifying their numbers.

OLD BUSINESS

OWLS is still looking for board members from Outagamie and Waupaca counties.

The board discussed the electronic board packets. The practice will continue. Some board members expressed an interest in electronically archiving older packets. These are available on request from OWLS, and the board agreed this is sufficient.

The OWLSnet fees committee work is continuing. A meeting will take place next month to

discuss the factors involved in the new fee structure. A methodology is needed for service population, and effectively comparing service populations between consolidated county and municipal libraries. Other factors under consideration include items added, circulation, and net borrowing or lending. We're also considering a credit for Appleton's contribution to cataloging.

The joint planning process with Winnefox has concluded. For now, joint consulting does not make sense for us. Joint CE is ongoing and will be evaluated further after the end of 2016. Joint delivery is interesting, but there are significant barriers and no real cost savings. If we shared an ILS with Winnefox, that would eliminate some of the barriers, but that involves even more significant concerns. We're interested in following the public library system redesign process to see if some of the barriers might be lowered, making a shared ILS more desirable.

The talking points for collaboration discussion was delayed until a future meeting.

NEW BUSINESS

Moeller reviewed the audit report. The auditor repeated a regular annual concern about insufficient internal controls due to the small staff. The new audit is compliant with the new GASB requirements for pension accounting. The board noted that the fund was not reduced for the first time in several years. Auditors did not report any concerns or conflict with management. Bloedow moved, seconded by Hovde to approve the audit. Motion carried.

Moeller gave an update on the recent OWLS Director's meeting. The group worked to make the gathering more substantive, including discussing Manitowoc, limiting library reports, and discussing the OWLS budget potential areas to cut, including the net lender reimbursements. As always, it's difficult to find areas to cut the budget. The OWLS budget will be on the next meeting agenda.

The board discussed the 2016 budget amendment, presented to correct some fringe benefits costs and make adjustments and corrections to balance other lines. Bloedow moved, seconded by Gilbert, to approve the presented budget amendment. Motion carried.

Moeller presented at draft 2017 OWLS budget. OWLS is still waiting for several numbers, including benefit costs. The 2017 budget will need to be passed at the September meeting, as it's part of the annual system plan which is due to the state by October 15.

The meeting was adjourned by Vice-President Hankins at 7:59 p.m.

Respectfully submitted,

Terry Dawson
Secretary/Treasurer