

Outagamie Waupaca Library System
Board of Trustees Personnel Committee
August 15, 2022 Meeting Minutes

The meeting was called to order at 1:01 pm by Bradley Shipps online via GoToMeeting.

PRESENT: Mitesh Ajmera, Marilyn Herman, Cathy Thompson.

OTHERS PRESENT: Michelle Frola, Bradley Shipps.

Herman moved, seconded by Ajmera, to approve the agenda. Motion carried.

Herman moved, seconded by Thompson, to approve the minutes of the June 6, 2022 meeting. Motion carried.

The committee reviewed proposed changes to the Employee Handbook. Changes will next be sent to an attorney for review prior to approval in the fall.

Thompson moved, seconded by Herman, to recommend that we prorate the Section 125 employer contribution for new employees based on their start date. Motion carried.

Herman moved, seconded by Thompson, to recommend approval of the 2023 personnel budget as presented. Motion carried.

Herman moved, seconded by Ajmera, to automatically implement future IRS increases to the Section 125 employee contribution limit. Such increases should be reported to the board. Motion carried.

Frola will contact Gilbert for instructions on implementing the OWLS Director evaluation survey in October so that data is available to the committee in November.

Ajmera moved, seconded by Herman, to advertise the Administrative Assistant job at a starting salary of \$17/hour. Motion carried.

Having completed the agenda, the meeting adjourned at 1:53 pm.

Bradley Shipps
OWLS Director