

Outagamie Waupaca Library System
Board of Trustees Personnel Committee
November 8, 2018 Meeting Minutes

The meeting was called to order at 10:06 a.m. by Committee Chair Paul Girod in the Appleton Public Library board room.

PRESENT: Pete Gilbert, Paul Girod, Marilyn Herman, Cathy Thompson, Marcia Trentlage.

OTHERS PRESENT: Bradley Shipps.

Trentlage moved, seconded by Herman, to approve the minutes of the August 20, 2018 meeting. The motion carried.

Shipps shared changes in health insurance costs for OWLS and employees. No action was taken.

Gilbert moved, seconded by Herman, to approve changes to job descriptions for the following positions: Director, Administrative Assistant, Library Services Manager, OWLSnet Manager, and Computer Technology Coordinator. The motion carried.

Gilbert moved, seconded by Trentlage, to approve the Table of Organization. Motion carried.

Thompson moved, seconded by Trentlage, 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.

Employee compensation

Director's performance evaluation

Herman moved, seconded by Trentlage, to re-convene into open session. The motion carried.

Gilbert moved, seconded by Herman, to recommend the board approve 2019 compensation recommendations proposed by Shipps for employees in classifications 1-5. The motion carried.

Trentlage moved, seconded by Herman, to recommend the board approve a raise totaling 3.5%, inclusive of the cost of living increase, for the OWLS Director. The motion carried.

Girod adjourned the meeting at 12:10 pm.

Bradley Shipps
OWLS Director