

**Outagamie Waupaca Library System**  
**Board of Trustees Personnel Committee**  
November 8, 2023 Meeting Minutes

The meeting was called to order at 4:04 pm by Chair Ver Voort.

PRESENT: Michelle Frola, Wendy Hartman, Angela Ver Voort.

OTHERS PRESENT: Marilyn Herman, Amanda Lee, Bradley Shipp.

EXCUSED: Mitesh Ajmera. (Due to a schedule conflict, Ajmera was able to join the meeting to participate in some discussion but was not present for any votes.)

Hartman moved, seconded by Ver Voort, to approve the agenda. Motion carried.

Ver Voort moved, seconded by Hartman, to approve the minutes of the August 10, 2023 meeting. Motion carried.

Ver Voort moved, seconded by Hartman to recommend approval of the revised Employee Handbook. Motion carried.

Hartman moved, seconded by Ver Voort to recommend approval of the Training Librarian and Circulation Specialist job descriptions. Motion carried.

Herman and Lee excused themselves from the meeting prior to the closed session.

Ver Voort moved, seconded by Hartman, to convene 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. Topics discussed in closed session were employee compensation and the director's performance evaluation.

Ver Voort moved, seconded by Hartman, to reconvene in open session at 5:10 pm. Motion carried.

Hartman moved, seconded by Ver Voort, to recommend approval of the employee compensation proposal presented by Shipp with the addition of a raise for the Director. Motion carried.

Hartman will draft and share a report on the director's performance evaluation prior to the November Board meeting.

Having completed the agenda, Ver Voort adjourned the meeting at 5:13 pm.

Bradley Shipps, OWLS Director