

**Outagamie Waupaca Library System**  
**Board of Trustees**  
June 16, 2016 Meeting Minutes

The meeting was called to order at 6:30 p.m. by President Herman at the New London Public Library.

PRESENT: Patricia Craig, Terry Dawson, Carol Diehl, Diane Forsythe, Peter Gilbert, Paul Girod, Richard Goldsmith, Mike Hankins, Marilyn Herman, David Hovde, Marcia Trentlage.

EXCUSED: Will Bloedow, Bobbie Buchholtz,

OTHERS PRESENT: Gerri Moeller, Cathy Thompson, guest.

Hankins moved, seconded by Gilbert, to approve the minutes of the May 19, 2016 meeting. Motion carried. Trentlage moved, seconded by Craig, to approve checks numbered 29587-29632, inclusive, in the amount of \$404,364.10 and 5/15/16-6/11/16 payroll-related expenditures in the amount of \$49,413.49. Motion carried. Hankins moved, seconded by Gilbert, to approve the May 31, 2016 financial report. Motion carried.

#### DIRECTOR'S REPORT

In addition to the written report, Moeller discussed the bank name change and noted that the board officers are now bonded as require in the bylaws. She discussed minor updates to the annual report and the hiring process for the new Circulation Specialist. Moeller and the board also discussed recent state-wide conversations about cross country reimbursements.

#### OLD BUSINESS

Board members discussed several potential Waupaca County board members. Moeller gave Board members new trustee manuals, received with appreciation and enthusiasm. Moeller will try again to test the potential for electronic distribution of the board packet.

#### NEW BUSINESS

Craig moved, seconded by Girod to go into closed session at 7:11 p.m. Motion carried unanimously by roll call. Craig moved, seconded by Trentlage to return to open session at 7:19 p.m. Motion carried unanimously by roll call. Girod moved, seconded by Forsythe that the board accept the positive review of the OWLS Director and continue employment. Girod moved to change Director salary to \$85,000 annually effective 7/1/2016. Motion carried.

Moeller discussed the final fund balance for 2015 and reviewed the details. Trentlage moved, seconded by Hankins to approve the 2015 fund balance report. Motion carried.

The board discussed the 2016 budget amendment. Amounts to reimburse Fremont and Waupaca for serving Portage County were budgeted incorrectly. Girod moved, seconded by Diehl to modify the budget for intersystem services. Motion carried.

The board discussed 2017 OWLSnet fees. Moeller recommended no change in fees. As discussed at the AAC meeting, this assumes that no additional services will be added (although services could be changed.) Craig moved, seconded by Trentlage to have no increase in OWLSnet fees for 2017. Motion carried.

The personnel committee has been considering employee benefits. Based on previous discussions, Moeller proposed adding the day after Thanksgiving as a means of increasing staff benefits without additional out of pocket costs. Forsythe moved, seconded by Girod that OWLS make the Friday after Thanksgiving a paid holiday for OWLS system staff. Motion carried.

Moeller presented updated job descriptions. The Personnel Committee will review and bring recommendations to the next meeting.

There was discussion of the Public Records Policy. Board members asked Moeller to research some issues and bring to the next meeting.

Moeller reviewed Trustee Essentials #4: Effective Board Meetings and Trustee Participation.

Hankins moved, seconded by Hovde to adjourn the meeting at 8:02 p.m.

Respectfully submitted,

Terry Dawson  
Secretary/Treasurer