

Outagamie Waupaca Library System
Board of Trustees
July 17th, 2025, Meeting Minutes

The meeting was called to order at 6:00 p.m. by President Looker.

PRESENT: Mitesh Ajmera, Tyler Baeten, Bobbie Buchholtz, Cindy Fallona, Diane Forsythe, Michelle Frola, Peter Gilbert, Mike Hankins, Steve Hart, Wendy Hartman, Bastia Looker, Angela Ver Voort, Veronica Woodward.

OTHERS PRESENT: Bradley Shipps, Melissa Knight, Wendi Unger (Baker Tilly).

Excused: Cathy Thompson, Rob Way.

Forsythe moved, seconded by Hankins, to approve the agenda as presented. Motion carried.

Hankins moved, seconded by Ver Voort, to approve the May 15th, 2025, meeting minutes as presented. Motion carried.

Wendi Unger of Baker Tilly presented the 2024 audit. Buchholtz moved, seconded by Forsythe, to approve the 2024 audit. Motion carried.

Hartman moved, seconded by Fallona, to accept the June 2025 financial report and file for audit. Motion carried.

Forsythe moved, seconded by Frola, to approve the June and July 2025 automatic payments and checks numbered 34272 – 34350 inclusive, in the total amount of \$1,879,524.45 and payroll-related expenditures in the amount of \$195,266.69. Motion carried.

DIRECTOR'S REPORT

The director's report was shared in writing prior to the meeting.

BUSINESS

Report of OWLS 50th Anniversary Committee. No action taken.

Trustees reviewed and discussed the report of the Personnel Committee. Trustees agreed to continue offering Plan Option 4/14 with an employer contribution of 100% of the legal maximum for 2026. Motion carried.

Forsythe moved, seconded by Woodward, to approve the NEWI Continuing Education Agreement for 2026-2030. Motion carried.

Gilbert moved, seconded by Ver Voort to approve the revised OWLSnet Bylaws. Motion carried.

Trustees discussed the audit contract and recommended Shipps send out an RFP. No action taken.

Trustees reviewed the OWLS 2025 System Plan. No action taken.

Trustees reviewed Trustee Essentials Chapter 22: Freedom of Expression and Inquiry and Trustee Essentials Chapter 23: Dealing with Challenges to Materials and Policies. No action taken.

Having completed the agenda, the meeting was adjourned by President Looker at 7:41pm.

Respectfully submitted,

Melissa Knight
OWLS Administrative Assistant.