

**Outagamie Waupaca Library System**  
**Board of Trustees**  
November 20th, 2025, Meeting Minutes

The meeting was called to order at 6:02 p.m. by President Looker.

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

OTHERS PRESENT: Bradley Shipps, Melissa Knight, Amanda Lee.

Excused: Tyler Baeten, Mike Hankins, Rob Way.

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

Fallona moved, seconded by Forsythe, to approve the September 18th, 2025, meeting minutes as presented. Motion carried.

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

Forsythe moved, seconded by Woodward, to approve the October and November 2025 automatic payments and checks numbered 34438 – 34503 inclusive, in the total amount of \$78,422.45 and payroll-related expenditures in the amount of \$195,623.13. Motion carried.

**DIRECTOR'S REPORT**

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

The merger feasibility phase one report was distributed for review. It will be on the December 4<sup>th</sup> Executive Committee agenda for recommendation, and the January board meeting agenda for a vote.

Survey results suggest maintaining status quo for the scheduling of OWLS Board meetings in 2026.

**BUSINESS**

Forsythe moved, seconded by Gilbert, to authorize the Director to execute the ILS contract pending an affirmative vote by the Administrative Advisory Committee (AAC) on 11/21/2025. Motion carried.

Gilbert moved, seconded by Fallona, to authorize payment from OWLSnet Reserve Fund for one time ILS migration costs, up to \$156,000.00. Motion carried.

Forsythe moved, seconded by Ver Voort, to rescind the OWLSnet Internet Policy. Motion carried.

Hartman moved, seconded by Thompson, to approve the Network Manager's travel to San Francisco for the RSA Conference. Motion carried.

The Personnel Committee moved approval of the Substitute Library Assistant position description and a starting wage of \$18.00 per hour.

Thompson moved, seconded by Frola, to amend the Substitute Library Assistant job description to swap the positions of the second bullets under "Requirements" and "Desirable Background" and remove reference to a specific ILS vendor. Motion carried.

The Personnel Committee motion carried as amended.

Forsythe moved, seconded by Fallona, 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. Motion carried on a unanimous roll call vote at 6:51 p.m.

- Employee compensation.
- Director's performance evaluation.

Knight was excused from the closed session. Shipps was excused from the performance evaluation discussion.

Forsythe moved, seconded by Gilbert, to reconvene in open session. Motion carried at 7:18 p.m.

Fallona moved, seconded by Thompson, to approve the compensation recommendation, as amended, and to approve the director's performance evaluation. Motion carried.

Having completed the agenda, the meeting was adjourned by Looker at 7:21 p.m.

Respectfully submitted,  
Melissa Knight