

**Outagamie Waupaca Library System**  
**Board of Trustees**  
July 20, 2017 Meeting Minutes

The meeting was called to order at 6:05 p.m. by President Herman at the Kaukauna Public Library.

PRESENT: Will Bloedow, Bobbie Buchholtz, Terry Dawson, Diane Forsythe, Michelle Frola, Peter Gilbert, Paul Girod, Mike Hankins, Marilyn Herman, David Hovde, Cathy Thompson, Marcia Trentlage, Garth Zimmermann.

EXCUSED: Patricia Craig, Carol Diehl.

OTHERS PRESENT: Bradley Shipps, Tony Wieczorek.

Wieczorek welcomed OWLS Trustees to the Kaukauna Public Library and led a tour of the facility. Kaukauna has seen impressive growth in library usage since moving into the historic Eagle Mill.

Zimmerman moved, seconded by Bloedow, to approve the consent agenda consisting of the minutes of the June 15, 2017 meeting, checks numbered 30152-30196, inclusive, in the amount of \$134,708.91, payroll-related expenditures in the amount of \$50,277.76, and the June 30, 2017 financial report. Motion carried.

#### ACTING DIRECTOR'S REPORT

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

#### DISCUSSION ITEMS

Shipps distributed copies of the 2016 audit for board review. Approval of the audit will be on the August meeting agenda. Board members were reminded to bring their copies to that meeting.

Shipps reviewed the process for gathering feedback and drafting the system plan for 2018, which must be approved by the board in September and submitted to the state by October 15. We also reviewed the 2017 Resource Library Agreement and Trustee Essential #5: Hiring a Library Director.

The personnel committee shared the findings of recently completed focus groups with OWLS member library directors and staff.

#### ACTION ITEMS

Forsythe moved, seconded by Trentlage, to approve the revised Director job description, with changes captured by Shipps. Motion carried.

Frola moved, seconded by Bloedow, to accept version #2 of the job ad, with changes captured by Shipps. Motion carried.

Girod moved, seconded by Forsythe, to authorize the personnel committee to spend up to \$5,000 on the director search process, allocating funds from the Administration category. Motion carried.

Hankins moved, seconded by Forsythe, to approve the updated Printing Policy. Motion carried.

Hankins moved, seconded by Hovde 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 roll call vote at 7:45 p.m.

Trentlage moved, seconded by Frola, to re-convene into open session. The motion carried on a roll call vote at 7:50 p.m.

Hovde moved, seconded by Trentlage, to recommend a 3% raise for OWLS Computer Technician, Julie Leopold, effective July 10, 2017. Motion carried.

The meeting was adjourned by President Herman at 7:59 p.m.

Respectfully submitted,

Bobbie Buchholtz  
Secretary/Treasurer