

Outagamie Waupaca Library System
Board of Trustees
August 17, 2017 Meeting Minutes

The meeting was called to order at 6:00 p.m. by President Herman at the Appleton Public Library.

PRESENT: Will Bloedow, Patricia Craig, Terry Dawson, Diane Forsythe, Peter Gilbert, Paul Girod, Mike Hankins, Marilyn Herman, Cathy Thompson, Garth Zimmermann.

EXCUSED: Bobbie Buchholtz, Carol Diehl, Michelle Frola, David Hovde, Marcia Trentlage.

OTHERS PRESENT: Bradley Shipp.

Gilbert moved, seconded by Bloedow, to approve the consent agenda consisting of the minutes of the July 20, 2017 meeting, checks numbered 30197-30252, inclusive, in the amount of \$1,436,073.43, payroll-related expenditures in the amount of \$53,789.99, and the July 31, 2017 financial report. Motion carried.

ACTING DIRECTOR'S REPORT

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

DISCUSSION ITEMS

Girod reported on the August 15 meeting of the personnel committee. Board members may submit suggestions for interview questions to the personnel committee gmail account for consideration and discussion at the committee's next meeting.

We reviewed Trustee Essential #8: Developing the Library Budget.

Shipp presented a draft of the 2018 budget. Approval of the budget will be on the September meeting agenda.

Shipp 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.

The board discussed the "Hopes for the future of OWLS" responses from the focus groups held in June and July.

ACTION ITEMS

Craig moved, seconded by Hankins, to approve the 2016 audit. Motion carried.

Craig moved, seconded by Girod, to create a Coordinator/Senior Assistant classification,

which falls between Library Assistant and Professional I, and to approve the proposed pay range. Motion carried.

Hankins moved, seconded by Dawson, to approve the updated Compensation Policy. Motion carried.

We have not yet received feedback from Winnefox on the proposed continuing education agreement, so no action was taken. It will be on the agenda again in September.

Forsythe moved, seconded by Bloedow 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 7:31 p.m.

Forsythe moved, seconded by Hankins, to re-convene into open session. The motion carried on a roll call vote at 7:40 p.m.

Forsythe moved, seconded by Bloedow, that Evan Bend and Dave Bacon will receive \$3,000 apiece as one-time bonus compensation for their additional duties to be paid in September. Motion carried.

The meeting was adjourned by President Herman at 7:45 p.m.

Respectfully submitted,

Garth Zimmerman
OWLS Trustee