

Outagamie Waupaca Library System
Board of Trustees Personnel Committee
August 20, 2018 Meeting Minutes

The meeting was called to order at 10:00 a.m. by Committee Chair Paul Girod in the Appleton Public Library board room.

PRESENT: Pete Gilbert, Paul Girod, Marilyn Herman, Marcia Trentlage.

OTHERS PRESENT: Bradley Shipps.

Trentlage moved, seconded by Gilbert, to approve the minutes of the April 9, 2018 meeting. The motion carried.

Shipps shared suggestions made by attorney Jim Macy who reviewed the OWLS Employee Handbook, Compensation Policy, and Health Insurance Opt Out Policy. Macy did not recommend any changes to the opt out policy.

Herman moved, seconded by Trentlage, to approve changes to the Employee Handbook and the Compensation Policy as recommended by the attorney review. The motion carried.

Trentlage moved, seconded by Gilbert, to move the Health Insurance Opt Out Policy into the Employee Handbook. The motion carried.

Gilbert moved, seconded by Trentlage, to approve the change to the Vacation Policy in the Employee Handbook as proposed by Shipps. The motion carried.

Shipps will submit the revised handbook and compensation policies to the full board for approval in September.

Shipps will recommend the 2019 cost of living adjustment and 2019 healthcare contribution at the September board meeting based on data that is yet to be published.

Trentlage moved, seconded by Gilbert, to increase the 2019 health insurance opt out incentive from \$2000 to \$2500. The motion carried.

No change is proposed for 2019 Section 125 contributions.

Trentlage moved, seconded by Herman, 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 unanimous roll call vote.

Topic: Employee compensation

Gilbert moved, seconded by Herman, to re-convene into open session. The motion carried on a unanimous roll call vote.

No action was required following the closed session.

Girod adjourned the meeting at 11:05 am.

Bradley Shipps
OWLS Director