

Outagamie Waupaca Library System
Board of Trustees Personnel Committee
October 2, 2017 Meeting Minutes

The meeting was called to order at 2:06 p.m. by Committee Chair Paul Girod in the Appleton Public Library board room.

PRESENT: Terry Dawson, Carol Diehl, Pete Gilbert, Paul Girod, Marilyn Herman.

OTHERS PRESENT: Bradley Shipps.

Herman moved, seconded by Dawson, to approve the minutes of the August 15, 2017 meeting. The motion carried.

The committee reviewed the Employee Handbook, last revised June 26, 2016. Shipps recommends revising the section on Employee Evaluations, found on page 12, to say "Evaluations are held annually." Further research is required before deciding whether to change the Flexible Benefits Program section on page 22. The committee decided to bring any recommended changes to the full board in November or December.

After researching a question that came up at the September board meeting, Shipps recommends no change to the Health Insurance Opt-Out Policy at this time.

Shipps reviewed the recommendation for the Graphic Arts Specialist position. The committee agrees with the recommendation and instructed Shipps to share the plan with member libraries.

Dawson moved, seconded by Diehl 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, and pursuant to section 19.85(1)(f) for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons. The motion carried on a unanimous roll call vote.

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

Dawson moved, seconded by Herman, to accept the candidate pool, and proceed with the hiring process for the position of OWLS Director.

Dawson moved, seconded by Herman, to adjourn the meeting. Motion carried at 4:01 p.m.

Bradley Shipps
OWLS Acting Director