

Outagamie Waupaca Library System
Board of Trustees Personnel Committee
May 30, 2017 Meeting Minutes

The meeting was called to order at 9:36 a.m. by Committee Chair Paul Girod in the OWLS meeting room.

PRESENT: Terry Dawson, Carol Diehl, Pete Gilbert, Paul Girod, Cathy Thompson

OTHERS PRESENT: Gerri Moeller, Bradley Shipps

The committee discussed previous director searches. There are existing email accounts that can be used for search committee. Previously, the OWLS board asked for input from OWLS library staff and personnel, then posted an updated job description on various list-serves and asked candidates to send the applications to the search committee's email. Phone interviews were done before asking three candidates in for in-person interviews. The previous process started in April and completed in September.

The current plan is to conduct in-person focus groups, as well as soliciting input via email. The PLSR project will be an important consideration, as well as the turnover in the position in previous years.

The committee asked Bradley to work on scheduling focus groups at OWLS member libraries in June and July. At least two OWLS board members (one of whom should be a member of the personnel committee) will attend each focus group. Once the focus groups are scheduled, the personnel committee will send out invitations to OWLS member library staff.

The Personnel Committee planned to meet again in July to review the feedback from the focus groups and finalize the job description and make recommendations to the board.

The committee also discussed priorities for the next six months. After a short discussion of OWLS staffing, including the announcement of a new OWLS employee, Dawson moved, seconded by Gilbert to move into closed sessions 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 10:27 a.m.

Gilbert moved, seconded by Diehl to re-convene into open session. The motion carried on a roll call vote at 10:45 a.m.

Gilbert moved, seconded by Dawson to move that in the August to September timeframe, the personnel committee re-assess the professional 2 responsibilities and review compensation based on increased responsibilities. Motion carried.

The committee tentatively planned to meet in July and August to continue the director search process and discuss OWLS personnel responsibilities and compensation.

Girod adjourned the meeting at 10:52 a.m.

Gerri Moeller
OWLS Director