

Outagamie Waupaca Library System
Board of Trustees Personnel Committee
July 18, 2017 Meeting Minutes

The meeting was called to order at 9:30 a.m. by Committee Chair Paul Girod in the OWLS meeting room.

PRESENT: Terry Dawson, Pete Gilbert, Paul Girod, Marilyn Herman

OTHERS PRESENT: Bradley Shipps

EXCUSED: Carol Diehl

The committee discussed the findings of recently completed focus groups with OWLS member library directors and staff. Topics included the ideal characteristics and skills of a new OWLS director, hopes for the future of OWLS, and advice for the search committee. The summary of findings document will be discussed with the full board at Thursday's meeting and then shared with member libraries through an email from the Personnel Committee.

Based on feedback from the focus groups, the committee recommends some additions to the director job description. Shipps will make suggested changes to paragraph D, item 1 to better describe the scope of consulting services required, and add a bullet to the Requirements section to emphasize communication skills, and submit a draft of the revised job description for consideration of the full board on Thursday.

The committee discussed the hiring process for a new director, including approving the revised job description, drafting a job advertisement, deciding where to post it, setting a budget for the search and salary range for the position, and determining the timeline. Gilbert will draft a job advertisement as a starting point for full board discussion on Thursday.

Gilbert moved, seconded by Dawson, to request a budget of \$5,000 to be used for the hiring process under the discretion of the personnel committee. The motion carried.

Herman moved, seconded by Girod 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 10:30 a.m.

Herman moved, seconded by Girod, to re-convene into open session. The motion carried on a roll call vote at 10:54 a.m.

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

Herman moved, seconded by Girod, to adjourn the meeting. Motion carried at 10:56 a.m.

Bradley Shipps
OWLS Acting Director