

**Outagamie Waupaca Library System**  
**Board of Trustees**  
May 16, 2013 Meeting Minutes

The meeting was called to order at 6:36 p.m. by President Gilbert at the Shiocton Public Library. Gilbert thanked the Shiocton Public Library for hosting, and meeting attendees introduced themselves to each other.

PRESENT: Bobbie Buchholtz, Terry Dawson, Carol Diehl, Peter Gilbert, Paul Girod, Linda Hagen, Eunice Lawrence, Nicole Lemke, Marcia Trentlage.

EXCUSED: Will Bloedow, Patricia Craig, Bill Morien, Theresa Rechner, John Signoretti.

OTHERS PRESENT: Deneka Guyette, Rick Krumwiede, Melanie Waldron.

Girod moved, seconded by Lawrence, to approve the minutes of the April 18, 2013 meeting. Motion carried, Lemke and Trentlage abstained. Diehl moved, seconded by Hagen, to approve checks numbered 26221-26269, inclusive, in the amount of \$115,464.83 and 4/7/13-5/4/13 payroll-related expenditures in the amount of \$65,753.08. Motion carried. Lawrence moved, seconded by Lemke, to approve the April financial report. Motion carried.

#### DIRECTOR'S REPORT

Gilbert read a letter from Assistant State Superintendent Kiefer notifying OWLS of the transmittal of its second state aid payment. Krumwiede reported that field work on the annual audit has been completed, and he hopes to have the financial statements for the June meeting. The agenda for the upcoming OWLSnet AAC meeting was mentioned, and it was reported that there is continuing frustration with the Sierra software.

The library system and resource library directors group (SRLAAW) is engaged in a process aimed at keeping libraries and library systems strong in the future. The subcommittee has issued a progress report and preliminary recommendations. Krumwiede described some of the recommendations and talked about how the process would continue.

#### OLD BUSINESS

There have been no new developments between Outagamie County and Brown County regarding the billing by Brown County Library (BCL). Krumwiede met with BCL Director Stainbrook recently, and they discussed one possibility for an inter-county service agreement. While such an agreement may be worth pursuing, there is clear no indication that BCL, Brown County, or Outagamie County would be interested in it. Dawson moved, seconded by Lawrence, to direct Krumwiede to draft a proposal to net the cost of inter-county service to rural residents and to present it to Brown County Library and Outagamie County for their consideration. Motion carried.

## NEW BUSINESS

The Personnel Committee met on May 29th to discuss the process of searching for a new director. Board members Dawson, Gilbert, Girod, and Rechner, and director Krumwiede were in attendance. At the meeting the Committee reviewed the director's job description, established a tentative timetable, considered where to advertise, and discussed the salary for the position and the budget for the process.

Gilbert reviewed the timetable, with advertising beginning on June 17 and a new person starting on October 7. He reported that the position would be advertised online and that applications would be accepted electronically. The Committee believes that the position description is accurate and that the current salary range is acceptable. The Board was also asked to approve a \$5,000 budget for the process. It's not clear that this amount will be needed, but there are likely to be some expenses for in-person interviews. Trentlage moved, seconded by Lemke, to accept the Personnel Committee's recommended process and budget for filling the position of director. Motion carried.

Because the auditors have finished their fieldwork and final information about the 2012 fund balance is available, the board needs to act to commit the fund balance. Lawrence moved, seconded by Diehl, to approve the recommended commitment of the 2012 fund balance.

<b>Recommended Fund Balance Commitment - May 2013</b>		
<u>December 31, 2012 Fund Balance</u>		
12-31-11 Fund Balance		\$565,396
Change		(\$52,173)
12-31-12 Fund Balance		\$513,223
<u>Commitment of December 31, 2012 Fund Balance</u>		
Future OWLSnet Projects Fund		\$298,092
Fund for Stabilizing Future Year's Operating Budgets		\$183,850
Reserved for APL		\$15,881
Reserved for prepaid items		\$15,400
Committed		\$481,942
Nonspendable		\$31,281
Total Fund Balance		\$513,223

Motion carried.

This year the rules for health Flexible Spending Accounts (IRS Section 125) were changed to limit how much any employee can contribute to such an account. OWLS service provider has recommended that OWLS amend its plan to reflect this change, and the provider has supplied a resolution for this purpose. Trentlage moved, seconded by Hagen, to adopt the resolution to amend the IRS Section 125 Plan that provides Flexible Spending Accounts for employees. Motion carried.

Krumwiede has not yet had a response to the 2014 budget request he sent to the Manitowoc-Calumet Library System (MCLS) for presentation to Calumet County. On a related matter, OWLS has been approached by the three Calumet County public library directors about the possibility of joining OWLS. MCLS is currently studying the possibility of a merger with the Eastern Shores Library System (Sheboygan and Ozaukee Counties), and the libraries in Calumet County want to determine if it might make more sense for them to join OWLS. The pros and cons of this potential system reconfiguration were discussed, but no action was taken. The Calumet County library directors will be visiting OWLS next week, and Krumwiede will give a report at the next meeting.

President Gilbert again thanked the Shiocton library for its hospitality and adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Bobbie Buchholtz  
Acting Secretary