

Outagamie Waupaca Library System
Facilities Committee -- February 11, 2022 Meeting Minutes

Shipps called the meeting to order at 4:03 pm online via GoToMeeting.

PRESENT: Diane Forsythe, Paul Girod, Brian Looker.

OTHERS PRESENT: Bradley Shipps.

Looker moved, seconded by Girod, to approve the agenda as written. Motion carried.

The committee chose Forsythe to serve as committee chair.

Looker moved, seconded by Girod, to approve the minutes of the December 9, 2021 meeting. Motion carried.

Shipps reported on building and move related activities since the last committee meeting including progress on lessor improvements, progress on lessee improvements, status of the data circuit, and adjustments to insurance coverage.

Looker moved, seconded by Girod to recommend the OWLS Board approve paying for lessee improvements up to \$70,000 out of grant funds, the operating budget, and the fund balance rather than rolling them into the lease. Motion carried.

Shipps reported that items have been added to the GovDeals auction site as of today.

Shipps shared the opportunity to share pest control and waste removal charges with VPI at an approximate cost of \$270 annually. The committee instructed Shipps to draft an MOU with VPI for Board approval.

Shipps shared ongoing research about building access control, a fire alert system, and intrusion alert systems. The committee agreed that a fire alert system is a necessity, and an access control system makes sense. Shipps will continue to evaluate the need for an intrusion alert/security system.

The next meeting will be held on Thursday, April 7, 2022 at 10am. It will be a hybrid meeting hosted at the new building and on GoToMeeting.

Having completed the agenda, the meeting was adjourned by Chair Forsythe at 5:42 pm.

Respectfully submitted,

Bradley Shipps
OWLS Director