

**Outagamie Waupaca Library System
Facilities Committee
April 23, 2021 Meeting Minutes**

Forsythe called the meeting to order at 11:32 am online via GoToMeeting.

PRESENT: Diane Forsythe, Peter Gilbert, Paul Girod, Brian Looker.

OTHERS PRESENT: Bradley Shipps.

Gilbert moved, seconded by Girod, to approve the agenda. Motion carried.

Girod moved, seconded by Gilbert, to approve the minutes of the March 12, 2021 meeting. Motion carried.

Shipps shared a memo about the Appleton Public Library building project, actions that have been taken since the last committee meeting, and the latest version of the space needs document.

The committee discussed meeting room needs and agreed to evaluate the cost of meeting space against the cost of mileage reimbursement.

Gilbert moved, seconded by Looker, that the Facilities Committee authorizes the Director to pursue a relationship with a tenant broker for our facilities search. Motion carried.

The committee agrees that the following budget assumptions are reasonable for an initial 2022 budget draft: double total facilities costs to \$60,000; assume flat state funding; moving costs will be charged to the fund balance.

The committee decided not to schedule a meeting before the May board meeting. Shipps will call a meeting if a need arises.

Having completed the agenda, the meeting was adjourned by Chair Forsythe at 12:53 pm.

Respectfully submitted,

Bradley Shipps
OWLS Director