

**Outagamie Waupaca Library System**  
**Board of Trustees**  
January 18th, 2024, Meeting Minutes

The meeting was called to order at 6:00 p.m. by President Frola.

PRESENT: Mitesh Ajmera, Bobbie Buchholtz, Cindy Fallona, Diane Forsythe, Michelle Frola, Peter Gilbert, Steve Hart, Wendy Hartman, B Looker, Lila Malvik-Shower, Cathy Thompson, Angela Ver Voort, Veronica Woodward.

OTHERS PRESENT: Bradley Shipps, Melissa Knight.

EXCUSED: Tyler Baeten, Mike Hankins.

Buchholtz moved, seconded by Malvik-Shower, to approve the agenda as presented. Motion carried.

Hartman moved, seconded by Gilbert, to approve the November 16th, 2023, meeting minutes as presented. Motion carried. (New board members abstained.)

Forsythe moved, seconded by Hartman, to accept the November and December 2023 financial reports and file for audit. Motion carried.

Buchholtz moved, seconded by Ver Voort, to approve the November, December 2023 and January 2024 checks numbered 33475 - 33575 inclusive in the amounts of \$75,145.94 and \$134,111.46 respectively, and payroll-related expenditures in the amounts of \$100,339.45 and \$74,720.55 respectively. Motion carried.

**DIRECTOR'S REPORT**

The director's report was shared in writing prior to the meeting.

**BUSINESS**

Hartman moved, seconded by Fallona, to approve the Director's telecommuting agreement. Motion carried.

Buchholtz moved, seconded by Thompson, to authorize the Director to hire one person to fill two part-time positions, Office Assistant and Circulation Specialist, making the employee eligible for full-time benefits. Motion carried.

Trustees voted to elect 2024 officers as nominated: B Looker as President, Wendy Hartman as Vice President, and Bobbie Buchholtz as Secretary/Treasurer. Motion carried.

President Looker appointed Fallona, Hartman and Ajmera as Personnel Committee members for 2024.

Trustees reviewed OWLS Board meeting schedule for 2024. Trustees agreed to keep the current time and recommended that Trustee Baeten, who must miss five consecutive meetings due to a schedule conflict with work, should stay on the Board, stay engaged, stay in touch with the Director over the four-month absence and be welcomed back in June.

Malvik-Shower moved, seconded by Ver Voort, to approve the revised 2023 budget.  
Motion carried.

Trustees reviewed the OWLS Board Bylaws. No changes made.

Trustees reviewed Trustee Essentials Introduction and Chapter 1.

Having completed the agenda, the meeting was adjourned by President Frola at: 7:32 pm.

Respectfully submitted,

Melissa Knight  
OWLS Administrative Assistant