

**Outagamie Waupaca Library System**  
**Board of Trustees**  
November 17, 2022. Meeting Minutes

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

PRESENT: Mitesh Ajmera, Tyler Baeten, Bobbie Buchholtz, Diane Forsythe, Michelle Frola, Paul Girod, Mike Hankins, Marilyn Herman, Brian Looker, Lila Malvik-Shower, Cathy Thompson.

OTHERS PRESENT: Bradley Shipps, Melissa Knight.

Excused: Peter Gilbert, Mark Marnocha, Marcia Trentlage, Angela Ver Voort.

Forsythe moved, seconded by Hankins, to approve the agenda as presented. Motion carried.

Hankins moved, seconded by Forsythe, to approve the October 20th, 2022 meeting minutes as presented. Motion carried.

Hankins moved, seconded by Herman, to accept the October 2022 financial report and file for audit. Motion carried.

Forsythe moved, seconded by Baeten, to approve the October 2022 and November 2022 checks numbered 32881-32924 inclusive in the amount of \$101,917.24 and payroll-related expenditures in the amount of \$70,734.31. Motion carried.

**DIRECTOR'S REPORT**

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

**BUSINESS**

Looker moved, seconded by Forsythe, to approve MOU with WiLS for Recollection Wisconsin. Motion carried.

Baeten moved, seconded by Buchholtz, to approve paying for hardware ordered under the ARPA 2021-2022 IT Hardware Improvements & Upgrade Grant out of the 2023 OWLSnet operating budget and/or fund balance if the hardware does not arrive by December 31, 2022. Motion carried.

Trustees discussed cancellation of December 15, 2022 Board Meeting. The meeting will go ahead as scheduled with an abbreviated agenda. No action taken.

Hankins moved, seconded by Forsythe, to authorize the Director to sign the 2023 Outagamie County Agreement provided the language is not materially changed from previous years. Motion carried.

Girod moved, seconded by Buchholtz, to approve reimbursing OWLS Trustees for travel to Legislative Day. Motion carried.

Herman moved, seconded by Hankins, to approve the revised Employee Handbook. Motion carried.

Forsythe moved, seconded by Ajmera to approve updated Director job description. Motion carried.

Forsythe moved, seconded by Frola, 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 unanimous roll call vote.

- Employee compensation
- Director's performance evaluation

Forsythe moved, seconded by Ajmera, to re-convene in open session. Motion carried.

Thompson moved, seconded by Forsythe, to approve the performance evaluation of the Director as written. Motion carried.

Looker moved, seconded by Malvik-Shower, to approve employee compensation as proposed by the Personnel Committee, which includes no wage increases above the cost of living raises approved in September, bonuses of 4.3% for professional staff who received the lower cost of living increase, and bonuses for new employees who were not eligible for the cost of living increase. Bonuses will be paid with the December 8, 2022 payroll. Motion carried.

Having completed the agenda, the meeting was adjourned by Frola at 7:28 pm.

Respectfully submitted,

Melissa Knight  
OWLS Administrative Assistant.