

Outagamie Waupaca Library System
Board of Trustees
November 18, 2021 Meeting Minutes

The meeting was called to order at 6:02 p.m. by President Forsythe online via GoToMeeting.

PRESENT: Tyler Baeten, Bobbie Buchholtz, Patricia Craig, Diane Forsythe, Peter Gilbert, Paul Girod, Mike Hankins, Marilyn Herman, Brian Looker, Mark Marnocha, Cathy Thompson, Marcia Trentlage, Angela Ver Voort.

OTHERS PRESENT: Liz Kauth, Bradley Shipps, Ned Johnson (Alliance Insurance.)

Excused: Michelle Frola, Nate Wolff.

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

Ned Johnson, of Alliance Insurance introduced himself as our new agent, and presented two new types of coverage to consider: Employment Practices Liability and Employee Benefits Liability.

Hankins moved, seconded by Thompson, to approve the October 21, 2021 meeting minutes as presented. Motion carried.

Gilbert moved, seconded by Herman, to accept the October 31, 2021 financial report and file for audit. Motion carried.

Hankins moved, seconded by Marnocha, to approve the October/November checks numbered 32342-32373 inclusive in the amount of \$35,442.85 and payroll-related expenditures in the amount of \$61,163.91. Motion carried.

DIRECTOR'S REPORT

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

BUSINESS

Marnocha moved, seconded by Girod, to authorize donation of equipment and furnishings to local charities after the other options listed in the disposal policy were attempted. Motion carried.

The Personnel Committee moved to approve the Telecommuting Policy. Motion carried.

The Personnel Committee moved to approve the revised Employee Handbook. Motion carried.

The Personnel Committee moved to approve the revised table of organization. Motion carried.

The Personnel Committee moved to approve the revised wage scale. Motion carried.

The Personnel Committee moved to approve seven revised job descriptions; Director, Web and Marketing Coordinator, OWLSnet Manager, Circulation Specialist, Technology Coordinator, Administrative Assistant, and Office Assistant. Motion carried.

The Personnel Committee moved to approve both new positions of Consulting & Outreach Librarian and Computer Technician. Motion carried.

Thompson moved, seconded by Girod, to convene into closed session to discuss lease negotiation, Director's performance evaluation, and employee hours and compensation, pursuant to section 19.85(1)(e) Stat.: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, AND 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. Motion carried by unanimous roll call vote at 6:56 pm.

Thompson moved, seconded by Ver Voort, to reconvene in open session at 7:20 pm. Motion carried.

The personnel committee moved to approve the Director's performance evaluation and raise. Motion carried.

The personnel committee moved to approve 2021 bonuses and 2022 compensation as presented. Motion carried.

Hankins moved, seconded by Thompson, to approve the 2021 revised budget. Motion carried.

A board meeting was scheduled for Thursday, December 9th at 6:00 pm via GoToMeeting. Board members will hold Thursday, December 16th as a back-up date in case lease negotiations require more time.

Having completed the agenda, the meeting was adjourned by President Forsythe at 7:42pm.

Respectfully submitted,

Liz Kauth
OWLS Secretary/Treasurer, *Pro Tem*