

Outagamie Waupaca Library System
Board of Trustees
November 19, 2020 Meeting Minutes

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

PRESENT: Diane Forsythe, Peter Gilbert, Paul Girod, Marilyn Herman, David Hovde, Brian Looker, Mark Marnocha, Cathy Thompson, Marcia Trentlage, Angela Ver Voort.

OTHERS PRESENT: Bradley Shipps, Liz Kauth.

Excused: Bobbie Buchholtz, Patricia Craig, Michelle Frola, Mike Hankins, Nate Wolff.

Thompson moved, seconded by Herman, to approve the agenda as presented. Motion carried.

Herman moved, seconded by Marnocha, to approve the October 15, 2020 meeting minutes as presented. Motion carried.

Gilbert moved, seconded by Trentlage, to accept the October 31, 2020 financial report and file for audit. Motion carried.

Thompson moved, seconded by Looker, to approve the November checks numbered 31888-31932 inclusive in the amount of \$208,973.05 and payroll-related expenditures in the amount of \$59,148.81. Motion carried.

Herman moved, seconded by Trentlage, to cancel the December Board Meeting and review the December checks and payroll via email followed by approval at the January meeting. Motion carried.

DIRECTOR'S REPORT

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

BUSINESS

The personnel committee moved to approve the revised Employee Handbook. Motion carried.

The personnel committee moved to set an end date of December 31, 2020 for the temporary pandemic-related compensation policy. Motion carried.

The personnel committee moved to approve the revised Office Assistant job description. Motion carried.

Girod moved, seconded by Marnocha, to approve the Kimberly and Little Chute Automation Service Agreements. Motion carried.

Trentlage moved, seconded by Girod, to approve the Kimberly and Little Chute Extension of Service to Calumet County Agreements. Motion carried.

Trentlage moved, seconded by Ver Voort, to approve the 2021 Resource Library Agreement. Motion carried.

Thompson moved, seconded by Herman, to approve the WISE Funds contract renewal and revised WiLS MOU. Motion carried.

Girod moved, seconded by Trentlage, to approve the revised 2020 OWLS budget. Motion carried.

Trentlage moved, seconded by Marnocha, to approve the 2021-2024 Technology & Resource Sharing Plan. Motion carried.

Herman moved, seconded by Marnocha, 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. The Board entered closed session at 6:55 pm.

Herman moved, seconded by Marnocha, to re-convene into open session. The motion carried on a unanimous roll call vote. The board reconvened in open session at 7:16 pm.

The personnel committee moved to increase the Director's compensation by 1.2% in addition to the cost of living increase, effective January 1, 2021. Motion carried.

Gilbert moved, seconded by Ver Voort, to approve the 2021 staff compensation recommendations with the addition of the Director's raise. Motion carried.

The personnel committee moved to accept the Directors annual evaluation. Motion carried.

Having completed the agenda, the meeting was adjourned by President Forsythe at 7:27 pm.

Respectfully submitted,

Liz Kauth
OWLS Secretary/Treasurer, *Pro Tem*