

Outagamie Waupaca Library System
Board of Trustees
November 21, 2019 Meeting Minutes

The meeting was called to order at 6:00 p.m. by President Trentlage at the Appleton Public Library.

PRESENT: Will Bloedow, Bobbie Buchholtz, Carol Diehl, Diane Forsythe, Peter Gilbert, Paul Girod, Mike Hankins, Marilyn Herman, David Hovde, Cathy Thompson, Marcia Trentlage, Angela Ver Voort, Nate Wolff.

OTHERS PRESENT: Bradley Shipps

EXCUSED: Pat Craig, Michelle Frola.

On the occasion of her final board meeting, the OWLS Board of Trustees thanks Carol Diehl for many years of dedicated service.

Motion to approve the agenda as presented carried.

Bloedow moved, seconded by Herman, to accept the October 17, 2019 meeting minutes as presented. Motion carried.

Hankins moved, seconded by Bloedow, to approve the October 31, 2019 financial report. Motion carried.

Forsythe moved, seconded by Gilbert, to approve checks numbered 31435-31483 inclusive in the amount of \$67,757.52 and payroll-related expenditures in the amount of \$57,116.90. Motion carried.

DIRECTOR'S REPORT

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

NOMINATING COMMITTEE REPORT

The nominating committee recommends the following slate of officers for election at the January 2020 meeting:

President: Diane Forsythe
Vice-President: Michelle Frola
Secretary: Cathy Thompson

BUSINESS

Girod moved, seconded by Forsythe, that OWLS provide insurance of up to \$1,000 annually

against loss or damage of library materials checked out on Courtesy Cards issued to Appleton Public Library patrons for use at Lawrence University. Motion carried. Gilbert abstained.

Herman moved, seconded by Bloedow, to approve the letter to TEACH regarding 2019 data outages. Motion carried.

Bloedow moved, seconded by Ver Voort, to cancel the board meeting scheduled for December 19, 2019. November/December bills will be reviewed via email in December and approved at the January meeting. Motion carried.

PERSONNEL COMMITTEE REPORT

The Personnel Committee met on November 12.

The Personnel Committee moved to approve the annual review of the Employee Handbook with no revisions. Motion carried.

The Personnel Committee moved to approve the Marketing Coordinator job description. Motion carried.

The Personnel Committee moved to approve the Table of Organization. Motion carried.

Hankins moved, seconded by Girod, 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.

- a) Employee compensation
- b) Promotion
- c) Director's performance evaluation

Hankins specified that Shipps would participate in the closed session for topics a) and b) and then leave the room for topic c) Director's performance evaluation. The motion carried on a unanimous roll call vote.

Hankins moved, seconded by Girod, to re-convene into open session. Motion carried.

Gilbert moved, seconded by Forsythe, to approve the Personnel Committee's 2020 compensation recommendations. Motion carried.

Buchholtz moved, seconded by Bloedow, to promote Chad Glamann to the Marketing Coordinator position. Motion carried.

Hankins moved, seconded by Wolff, to approve the Director's performance evaluation.
Motion carried.

The board discussed recommendations 5 and 6 of the PLSR Final Report.

Having completed the agenda, the meeting was adjourned by President Trentlage at 7:40pm.

Respectfully submitted,

Cathy Thompson
OWLS Secretary/Treasurer