

**Outagamie Waupaca Library System**  
**Board of Trustees**  
March 24, 2022 Meeting Minutes

The meeting was called to order at 6:01 p.m. by President Frola online via GoToMeeting.

PRESENT: Mitesh Ajmera, Tyler Baeten, Bobbie Buchholtz, Patricia Craig, Diane Forsythe, Michelle Frola, Peter Gilbert, Paul Girod, Brian Looker, Cathy Thompson.

OTHERS PRESENT: Liz Kauth, Bradley Shipps.

Excused: Mike Hankins, Mark Marnocha, Marcia Trentlage, Angela Ver Voort.

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

Forsythe moved, seconded by Looker, to approve the February 17, 2022 meeting minutes as corrected. Motion carried.

Craig moved, seconded by Forsythe, to accept the February 28, 2022 financial report and file for audit. Motion carried.

Forsythe moved, seconded by Paul, to approve the March checks numbered 32497–32534 inclusive in the amount of \$114,936.93 and payroll-related expenditures in the amount of \$69,507.97. Motion carried.

**DIRECTOR'S REPORT**

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

**BUSINESS**

The Personnel Committee moves that the Office Assistant hours be reduced to 15 per week (from 30), effective April 11. The committee further recommends that in the case that one or both of our current Office Assistants turns down the new hours and schedule, OWLS will provide 12 weeks of severance pay. Motion carried.

Forsythe moved, seconded by Craig, to authorize the director to enter into an agreement with Outagamie County to pay 25% of the cost of the use of the dumpsters adjacent to our building. Motion carried.

Craig moved, seconded by Forsythe, to approve making ARPA technology purchases prior to notification of grant award. Motion carried.

Buchholtz moved, seconded by Forsythe, to approve the revised 2022 budget as presented. Motion carried.

Trustees reviewed County Plans. No action taken.

Trustees discussed ideas for this year's advocacy efforts. No action taken.

Craig moved, seconded by Forsythe, to approve the revised Die Cut Policy. Motion carried.

Trustees reviewed Trustee Essentials 5: Hiring a Library Director.

Having completed the agenda, the meeting was adjourned by President Frola at 7:14pm.

Respectfully submitted,

Liz Kauth  
OWLS Secretary/Treasurer, *Pro Tem*