

**Outagamie Waupaca Library System**  
**Board of Trustees**  
March 17, 2016 Meeting Minutes

The meeting was called to order at 6:37 p.m. by President Herman at the Appleton Public Library.

PRESENT: Will Bloedow, Bobbie Buchholtz, Patricia Craig, Carol Diehl, Diane Forsythe, Peter Gilbert, Paul Girod, Richard Goldsmith, Mike Hankins, Marilyn Herman, David Hovde, Marcia Trentlage.

EXCUSED: Terry Dawson.

OTHERS PRESENT: Gerri Moeller, Bradley Shipps.

Diehl stated that she was not at the February meeting and the draft minutes should be amended. Trentlage moved, seconded by Gilbert, to approve the minutes of the February 18, 2016 meeting as amended. Motion carried. Girod moved, seconded by Gilbert to approve the minutes of the Feb 26, 2016 Personnel Committee meeting. Motion carried. Bloedow moved, seconded by Hankins, to approve checks numbered 29430-29491, inclusive, in the amount of \$1,454,443.64 (noting that one description was incorrect and was for employee travel rather than e-commerce) and 2/7/16-3/15/16 payroll-related expenditures in the amount of \$61,210.35. Motion carried. Diehl moved, seconded by Forsythe, to approve the February 29, 2016 financial report. Motion carried.

**DIRECTOR'S REPORT**

Moeller, updating her written report, noted that she had completed the Public Library System Redesign Project survey and had been asked to be a member of the ILS Workgroup. She also mentioned that she would be on vacation for two weeks in March and April and therefore it was likely that April's agenda would be light.

**OLD BUSINESS**

Members of the Personnel Committee reported on the Personnel Committee meeting on Feb 26. Members of the OWLS/NFLS Joint Automation Committee reported on the meeting on March 3, 2016.

The Board discussed the new Automation Services Agreement. The OWLS/NFLS Joint Automation Committee recommended approval of a new agreement. That agreement will be brought to the April meeting for approval of the full board.

The OWLSnet Fees Committee has met twice to discuss a new OWLSnet fees formula. The project is ongoing and is planned to be completed by early 2018. Moeller brought the board up to date on progress with the committee.

The Board discussed inviting elected officials to a meeting of the board. There was a question about who should be invited and when. Diehl offered to get a list of the elected officials in the OWLS area and have some informal conversations about who should be invited. The topic will be discussed again at the next meeting.

Moeller updated the Board on the migration from the OWLS digital collection to Recollection Wisconsin. The process is complete and went very smoothly.

The Board discussed reimbursements between Outagamie County and Brown County and the status of the lawsuit between the two counties.

OWLS continues to need board members from both Outagamie and Waupaca counties. Moeller asked board members to be active in the search for new board members. Trustee Trentlage informed the Board that she would not be able to continue on as the representative from the Outagamie County Board of Supervisors as she was not running for re-election.

#### NEW BUSINESS

Craig moved, seconded by Bloedow to accept the recommended changes to the OWLS Personnel Handbook and change the meals and incidental expenses reimbursement to the GSA reimbursement rate, as proposed. Motion carried.

The Board discussed Trustee Essentials 3: *Who Runs the Library?* and possible additions to a new OWLS Trustee Manual.

Diehl moved, seconded by Girod, to thank Bradd Hintz for the creation of the new OWLS brochure. Motion carried.

The meeting was adjourned by President Herman at 8:03 p.m.

Respectfully submitted,

Bobbie Bucholz  
OWLS Trustee

Gerri Moeller  
OWLS Director