

**Outagamie Waupaca Library System**  
**Board of Trustees**  
March 19, 2015 Meeting Minutes

The meeting was called to order at 6:30 p.m. by President Diehl at the Appleton Public Library.

PRESENT: Patricia Craig, Terry Dawson, Carol Diehl, Peter Gilbert, Paul Girod, Mike Hankins, Marilyn Herman, David Hovde, Eunice Lawrence, Theresa Rechner

EXCUSED: Will Bloedow, Bobbie Buchholtz, Richard Goldsmith, Linda Hagen, Marcia Trentlage.

OTHERS PRESENT: Gerri Moeller.

Hankins moved, seconded by Gilbert, to approve the minutes of the January 15, 2015 meeting. Motion carried. Craig suggested that future meetings incorporate reports as attachments rather than in the body of the minutes. Hankins moved, seconded by Rechner, to approve checks numbered 28866 - 28915, inclusive, in the amount of \$1,367,257.34 and 2/8/15-3/7/15 payroll-related expenditures in the amount of \$69,593.42. Motion carried. Hankins moved, seconded by Gilbert, to approve the January and February 2015 financial reports. Motion carried.

**DIRECTOR'S REPORT**  
Submitted in writing

**PRESIDENT'S REPORT**  
President Diehl encouraged member to attend the League of Women Voters Appleton Downtown Forum on Monday, March 23.

**COMMITTEE REPORTS**  
Personnel Committee reported to the board on the progress in updating the OWLS Employee Handbook. Facilities Committee reported to the board on their first meeting regarding OWLS space needs.

**OLD BUSINESS**  
Girod moved, seconded by Lawrence to accept the revised Employee Handbook. Motion carried.

Moeller reported that the member library compliance issue has been resolved. The Shiocton Library Board has terminated the previous director, accepted our timeline, and is now in compliance.

Moeller reported that issuing OWLS email addresses to board members would not be cost

effective. She offered assistance in setting up additional gmail accounts for OWLS board members.

Dawson moved, seconded by Hankins to offer the following statement of support to the Appleton Public Library:

*OWLS supports the Appleton Public Library and the proposed building project. OWLS has been a tenant of the Appleton Public Library in two buildings since the inception of the system in 1976, to the mutual benefit of both organizations. We hope and intend to continue our tenancy in the potential new library building, should it prove feasible and beneficial to both APL and OWLS.*

Motion carried. President Diehl asked that this be forwarded to the Appleton Library Board and Director.

#### NEW BUSINESS

The November OWLS meeting will be moved to Appleton, since the New London meeting room is not available on the meeting date.

Craig moved, seconded by Herman to approve the Outagamie County Agreement as presented. Motion carried.

Moeller noted that she and Krumwiede had worked together to prepare budget revisions to update the budget and respond to changes since budget adoption. She reviewed the changes. Craig moved, seconded by Rechner to accept the amended budget as presented. Motion carried.

Moeller noted that the OWLS fund balance is getting low and we should find ways to fix our structural deficit. Options include increasing fees, merging with another system, cutting services and cutting staff. There was discussion of various options.

Moeller reported that due to rounding errors last October, Calumet funds were over-committed to the Kaukauna Public Library by nearly \$8,000 and under committed to the Kimberly-Little Chute and Appleton Public Libraries. The Board discussed options. Moeller will discuss with the libraries and report back.

Girod moved, seconded by Hankins to accept the 2014 OWLS Annual Report as presented. Motion carried.

The OWLS acting director goals were deferred to a future meeting.

The OWLS board agreed to have a social get-together with OWLS board and OWLS staff before the May 14 Board meeting.

The meeting was adjourned by President Diehl 8:10 p.m.

Respectfully submitted,

Terry Dawson  
Secretary/Treasurer