

**Outagamie Waupaca Library System**  
**Board of Trustees**  
April 20, 2017 Meeting Minutes

The meeting was called to order at 6:04 p.m. by President Herman at the New London Public Library.

PRESENT: Will Bloedow, Bobbie Buchholtz, Patricia Craig, Terry Dawson, Carol Diehl, Diane Forsythe, Michelle Frola, Paul Girod, Mike Hankins, Marilyn Herman, David Hovde, Cathy Thompson, Marcia Trentlage, Garth Zimmermann.

EXCUSED: Peter Gilbert.

OTHERS PRESENT: Gerri Moeller.

Zimmermann moved, seconded by Bloedow, to approve the consent agenda consisting of the minutes of the March 16, 2017 meeting, checks numbered 30013 to 30056, inclusive, in the amount of \$1,752,552.19, 3/17/17-4/20/17 payroll-related expenditures in the amount of \$80,576.86, and the March 31, 2017 financial report. Several corrections were made to the draft minutes. Motion carried.

#### DIRECTOR'S REPORT

The directors report was shared in writing prior to the meeting.

#### REPORT OF THE PERSONNEL COMMITTEE

Girod shared the recommendations of the Personnel Committee based on their meeting earlier in the week. There was a discussion about focus groups and how they might be conducted. Hankins moved, seconded by Forsythe, to approve the minutes of the April 17, 2017 Personnel Committee meeting.

#### ACTION ITEMS

After some discussion about planning for the interim period between directors and hiring an administrative assistant, at 6:33 Trentlage moved, seconded by Frola to move into closed session. The motion carried on a roll call vote. Hovde entered the closed session at 6:45, and confirmed acceptance of closed session. At 7:01, Forsythe moved, seconded by Bloedow to return to open session. The motion carried on a roll call vote.

Craig moved, seconded by Frola, to offer Bradley Shipps the Acting Director position, effective June 1, for 6 months, at \$1250 per month above her current salary, paid as a monthly bonus, with the bonus to be paid starting May 1, during the transition period. Motion carried.

Girod moved, seconded by Forsythe to direct OWLS to hire a half-time administrative assistant from a temporary agency to assist with administrative tasks. Motion carried.

Girod moved, seconded by Trentlage, to direct the current and acting OWLS directors to evaluate potential increased workload for other management staff and prepare a recommendation for the May OWLS Board meeting.

Buchholtz moved, seconded by Zimmermann, that the OWLS Board direct the Personnel Committee to begin the director search process. Moeller was asked to notify SRLAAW, DPI, OWLS libraries and NFLS libraries about her resignation, the effective date and Shipp's appointment as Acting Director.

Herman appointed Dawson, Bloedow, Hovde and Trentlage to the Building Committee. Moeller was asked to set up a meeting with the Building Committee and the Appleton Director to learn about the history of the Appleton library building process and the current status.

Craig moved, seconded by Hankins to approve the position description update for the OWLS Office Assistant.

#### DISCUSSION ITEMS

The Board discussed the letter from the League of Wisconsin Municipalities regarding self-insurance. The Board was enthusiastic about the New OWLS Trustee Orientation session held earlier in April and interested in another session on larger library issues.

The meeting was adjourned by President Herman at 7:30 p.m.

Respectfully submitted,

Bobbie Buchholtz  
Secretary/Treasurer