

Outagamie Waupaca Library System
Board of Trustees Personnel Committee
August 10, 2023 Meeting Minutes

The meeting was called to order at 10:00 am by Chair Ver Voort.

PRESENT: Mitesh Ajmera, Michelle Frola, Wendy Hartman, Angela Ver Voort.

OTHERS PRESENT: Bradley Shipps.

Hartman moved, seconded by Frola, to approve the agenda. Motion carried.

Frola moved, seconded by Hartman, to approve the minutes of the June 7, 2023 meeting. Motion carried.

Shipps presented proposed changes to the Employee Handbook and outlined other changes yet to be drafted. A draft will be presented for approval in November. No action was taken.

The committee discussed changes to the director evaluation survey. Hartman will draft a proposal to email to the committee. Committee members should not discuss the proposal via email but may request that Shipps schedule another committee meeting if further discussion is warranted prior to implementation in October. No action was taken.

Hartman moved, seconded by Ajmera, to recommend adoption of the 2024 personnel budget proposal including a 2.4% cost of living adjustment, \$3,000 healthcare opt out incentive, \$500 employer contribution to the Section 125 plan. Motion carried.

Hartman moved, seconded by Frola, to convene 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. The motion carried on a unanimous roll call vote at 11:17 am. Topics discussed in closed session were employee compensation and Network Manger candidates.

Frola moved, seconded by Hartman, to reconvene in open session at 11:40 am. Motion carried.

Frola moved, seconded by Ver Voort, to recommend approval of the employee compensation proposal as presented. Motion carried.

Having completed the agenda, Ver Voort adjourned the meeting at 11:42 am.

Bradley Shipps, OWLS Director