

Outagamie Waupaca Library System
Board of Trustees Personnel Committee
August 28, 2019 Meeting Minutes

The meeting was called to order at 6:04 pm by Bradley Shipps in the Appleton Public Library board room.

PRESENT: Pete Gilbert, Paul Girod, Marilyn Herman, Marcia Trentlage, Angela Ver Voort.

EXCUSED: Nate Wolff

OTHERS PRESENT: Bradley Shipps.

Trentlage moved, seconded by Herman, to approve the minutes of the November 8, 2018 meeting. The motion carried.

Herman moved, seconded by Ver Voort, to recommend the board approve the 2020 personnel budget including a 1.5% cost of living adjustment, \$2,500 healthcare opt out incentive, \$500 per eligible employee in Section 125 employer contributions, and increasing the 2020 Section 125 employee contribution limit to \$2,700. The motion carried. This recommendation will go to the full board in September. Discussion of healthcare contributions was deferred until 2020 rates for local employers are available.

The committee discussed the process for the Director's evaluation which will be completed in November. Gilbert will send out a survey to trustees, staff, and member library directors in October. Shipps will prepare a self-evaluation prior to the November personnel committee meeting. The meeting is tentatively scheduled for Tuesday, November 12th at 4:30pm.

The committee decided closed session was not necessary.

Girod moved, seconded by Trentlage, to recommend the board approve the Circulation Specialist's request for medical and family leave. The motion carried.

Herman moved, seconded by Trentlage, to recommend the board approve the revised Marketing Coordinator position description. The motion carried.

Having completed the agenda, Shipps adjourned the meeting at 5:45 pm.

Bradley Shipps
OWLS Director