

**Outagamie Waupaca Library System**  
**Board of Trustees Personnel Committee**  
September 4, 2024 Meeting Minutes

The meeting was called to order at 11:06 pm by Shipps. The delay was due to technical difficulties.

PRESENT: Mitesh Ajmera, Cindy Fallona, Wendy Hartman.

OTHERS PRESENT: Bradley Shipps, Cathy Thompson.

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

Hartman moved, seconded by Ajmera, to approve the minutes of the January 9, 2024 meeting. Motion carried. Fallona abstained.

The committee reviewed proposed changes to the Employee Handbook and instructed Shipps to incorporate the addition of one additional personal day to the Holidays section. No action will be taken until the attorney review of the handbook is complete.

The committee reviewed the survey for the director's annual evaluation and instructed Hartman to follow last year's process with the addition of attaching the director's job description to the survey emails. Hartman will send the survey in October so that results can be compiled prior to the committee's November meeting.

Hartman moved, seconded by Ajmera, to recommend the 2025 personnel budget to the board for approval as follows:

Cost of living adjustment: 2.4%

Healthcare opt-out incentive: \$3,500

Section 125 employer contribution: \$500

Employer healthcare contribution: 98% of legal maximum

Motion carried.

The committee directed Shipps to begin a philosophical discussion of employer contributions to health insurance premiums with the full board early in 2025.

The committee directed Shipps to obtain quotes for adding an EAP to employee benefits.

Hartman moved, seconded by Fallona, 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 11:58. Topics discussed in closed session were employee compensation and an employee leave request.

Hartman moved, seconded by Fallona, to reconvene in open session at 12:10 pm. Motion carried.

Hartman moved, seconded by Fallona, to recommend that the Board approve the employee leave request. Motion carried.

Having completed the agenda, Shipps adjourned the meeting at 12:12 pm.

Bradley Shipps, OWLS Director