

Outagamie Waupaca Library System
Board of Trustees Personnel Committee
November 10, 2021 Meeting Minutes

The meeting was called to order at 4:00 pm by Bradley Shipps online via GoToMeeting.

PRESENT: Diane Forsythe, Pete Gilbert, Paul Girod, Marilyn Herman, Angela Ver Voort.

OTHERS PRESENT: Bradley Shipps.

Gilbert moved, seconded by Ver Voort, to approve the agenda. Motion carried.

Herman moved, seconded by Gilbert, to approve the minutes of the August 16, 2021 meeting as amended to show that Girod was present. Motion carried.

Forsythe moved, seconded by Gilbert, to recommend the Telecommuting Policy for approval. Motion carried. Shipps will make some minor corrections in the agreement and evaluation forms.

Forsythe moved, seconded by Herman, to recommend the revised Employee Handbook to the board for approval. Motion carried.

Gilbert moved, seconded by Forsythe, to revise the table of organization. Motion carried.

Gilbert moved, seconded by Girod, to revise the wage scale to incorporate the 2022 cost of living increase and delete the Page/Substitute classification. Motion carried. Shipps will renumber the classifications.

Forsythe moved, seconded by Ver Voort, to approve the revised Director job description. Motion carried.

Forsythe moved, seconded by Herman, to approve the revised Web & Marketing Coordinator job description. Motion carried.

Gilbert moved, seconded by Forsythe, to approve the revised OWLSnet Manager job description. Motion carried.

Ver Voort moved, seconded by Forsythe, to approve the revised Circulation Specialist job description. Motion carried.

Forsythe moved, seconded by Herman, to approve the revised Technology Coordinator job description, adding “or equivalent software” after Spiceworks. Motion carried.

Girod moved, seconded by Forsythe, to approve the revised Administrative Assistant job description. Motion carried.

Gilbert moved, seconded by Forsythe, to approve the revised Office Assistant job description. Motion carried.

Forsythe moved, seconded by Herman, to approve the new Computer Technician job description with minor corrections. Motion carried.

Ver Voort moved, seconded by Gilbert, to approve the new Consulting & Outreach Librarian job description. Motion carried.

Forsythe moved, seconded by Girod, to move 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.

Employee compensation

Director’s performance evaluation

Forsythe moved, seconded by Girod, to re-convene into open session. Motion carried.

Forsythe moved, seconded by Gilbert, to recommend employee bonuses of 3.2% with a minimum of \$1,000 to be paid in the first payroll of December 2021. Motion carried. Shipps will write personal thank you notes to staff to accompany the bonuses.

Girod moved, seconded by Ver Voort, to recommend the board approve the 2022 compensation recommendations proposed by Shipps. Motion carried.

Gilbert moved, seconded by Forsythe to recommend an increase in the Director’s compensation of 6% in addition to the cost-of-living increase. Motion carried.

Having completed the agenda, Shipps adjourned the meeting at 6:36 pm.

Bradley Shipps
OWLS Director