

Outagamie Waupaca Library System
Board of Trustees
November 21st, 2024, Meeting Minutes

The meeting was called to order at 6:00 p.m. by President Looker.

PRESENT: Mitesh Ajmera, Bobbie Buchholtz, Cindy Fallona, Diane Forsythe, Michelle Frola, Peter Gilbert, Mike Hankins, Wendy Hartman, Brian Looker, Cathy Thompson, Angela Ver Voort, Veronica Woodward.

OTHERS PRESENT: Bradley Shipps, Melissa Knight (left at 6:39pm).

Excused: Tyler Baeten, Steve Hart, Lila Malvik-Shower.

Forsythe moved, seconded by Hankins, to approve the agenda as presented. Motion carried.

Buchholtz moved, seconded by Hankins, to approve the October 17th, 2024, meeting minutes as presented. Motion carried.

Hartman moved, seconded by Frola, to accept the October 2024 financial report and file for audit. Motion carried.

Forsythe moved, seconded by Gilbert, to approve the October 2024 and November 2024 automatic payments and checks numbered 34012 – 34052 inclusive, in the total amount of \$82,396.09 and payroll-related expenditures in the amount of \$105,901.10. Motion carried.

DIRECTOR'S REPORT

The director's report was shared in writing prior to the meeting.

BUSINESS

Trustees reviewed the OWLS Board Bylaws. No action taken until the December board meeting.

Forsythe moved, seconded by Buchholtz, to approve Network Manager and Technology Coordinator's travel to San Francisco for RSA Conference. Motion carried.

Forsythe moved, seconded by Fallona, to approve the revised Employee Handbook. Motion carried.

Buchholtz 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. Motion carried on a unanimous roll call vote at 6:39pm.

- Employee compensation.
- Director's performance evaluation.

Frola moved, seconded by Hartman, to reconvene in open session at 7:04 pm. Motion carried.

Hankins moved, seconded by Forsythe, to approve the amended salary recommendation submitted by the Personnel Committee including Director's salary and 12/1 effective date. Motion carried.

Hartman moved, seconded by Ver Voort, to approve the Director's performance evaluation. Motion carried.

Having completed the agenda, the meeting was adjourned by President Looker.

Respectfully submitted,

Melissa Knight
OWLS Administrative Assistant.