

Outagamie Waupaca Library System
Board of Trustees Personnel Committee
June 7, 2023 Meeting Minutes

The meeting was called to order at 1:01 pm by Bradley Shipps.

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

OTHERS PRESENT: Bradley Shipps.

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

Ver Voort was appointed committee chair.

Ajmera moved, seconded by Hartman, to approve the minutes of the November 10, 2022 meeting. Motion carried.

Shipps asked committee members to review the Employee Handbook and submit questions or suggestions to Shipps by the end of July for consideration at the August committee meeting.

Hartman volunteered to coordinate the director's performance evaluation process. We will discuss survey questions and audiences in August. Surveys are usually sent in October, and the evaluation is completed in November.

The committee discussed the job description, wage scale, funding, and proposed timeline for hiring a Network Manager. The committee instructed Shipps to bring a revised job description to the June Board meeting for approval. No action was taken.

The Personnel Committee meeting was scheduled for Thursday, August 10th at 10:00 am.

Having completed the agenda, Ver Voort adjourned the meeting at 2:04 pm.

Bradley Shipps
OWLS Director