

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

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

PRESENT: Cindy Fallona, Diane Forsythe (arrived at 6:03pm), Michelle Frola, Peter Gilbert, Steve Hart, B Looker, Lila Malvik-Shower, Cathy Thompson, Angela Ver Voort, Veronica Woodward.

OTHERS PRESENT: Bradley Shipps, Melissa Knight, Chad Glamann (left the meeting at 6:28pm).

EXCUSED: Mitesh Ajmera, Tyler Baeten, Bobbie Buchholtz, Mike Hankins, Wendy Hartman.

Gilbert moved, seconded by Frola, to approve the agenda as presented. Motion carried.

Gilbert moved, seconded by Thompson, to approve the February 15th, 2024, meeting minutes as presented. Motion carried.

Gilbert moved, seconded by Hart, to accept the February 2024 financial report and file for audit. Motion carried.

Malvik-Shower moved, seconded by Thompson, to approve the February 2024 and March 2024 checks numbered 33611 - 33700 inclusive in the amount of \$70,170.08 and payroll-related expenditures in the amount of \$77,499.80. Motion carried.

OWLS Web & Marketing Coordinator, Chad Glamann, gave a brief tour of the new OWLS web site currently under development. Trustee feedback requested on the Board section.

DIRECTOR'S REPORT

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

BUSINESS

Gilbert moved, seconded by Thompson, to approve the 2023 System Annual Report. Motion carried.

Trustees reviewed the various adjacent county agreements in place for OWLS libraries and discussed the update on billing adjacent counties for service to nonresident patrons. No action taken.

Trustees discussed the process for revision of County Library Service Plans. No action taken.

Trustees reviewed the Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems. No action taken.

Trustees reviewed Trustee Essentials Chapter 3: Bylaws – Organizing the Board for Effective Action.

Having completed the agenda, the meeting was adjourned by President Looker at 7:13 pm.

Respectfully submitted,

Melissa Knight
OWLS Administrative Assistant