

**Outagamie Waupaca Library System
Board of Trustees Personnel Committee**
April 17, 2017 Meeting Minutes

The meeting was called to order at 6:00 p.m. by Committee Chair Paul Girod in the Appleton boardroom.

PRESENT: Terry Dawson, Carol Diehl, Pete Gilbert, Paul Girod, Marilyn Herman, Cathy Thompson, Garth Zimmermann

OTHERS PRESENT: Gerri Moeller, Tasha Saecker (Appleton Public Library Assistant Director)

The committee discussed the current state of OWLS staffing. Moeller stated that her last day will be June 1, and Herman asked her to include that date in a letter to the board for the April meeting. The committee discussed the current OWLS Director position and an updated version of the previous advertisement for an OWLS Director.

After discussion of interim procedures, Gilbert moved to convene into closed session at 6:19 PM, seconded by Dawson. The motion passed on a roll call vote. Herman moved to convene back into open session, seconded by Diehl.

The committee recommend to the OWLS board that:

- a) OWLS offer Bradley Shipps the Acting Director position effective June 1, for 6 months, at \$1250 per month above her current salary, paid as a monthly bonus, and,
- b) OWLS hire a half-time administrative assistant from a temporary agency to assist with administrative tasks, and
- c) The current and acting OWLS directors evaluate potential increased workload for other management staff and prepare a recommendation for the May OWLS Board meeting.

Herman moved, seconded by Dawson, that the acting director and representatives from the board conduct focus groups with the member libraries and other interested parties to inform the hiring process, prior to posting the vacancy. There was some discussion about the form of the meeting. Depending on the timing, it may be appropriate to conduct the discussions at a meeting of the OWLS directors.

Girod adjourned the meeting at 7:03 p.m.

Gerri Moeller
OWLS Director