

Outagamie Waupaca Library System
Board of Trustees
June 21, 2012 Meeting Minutes

The meeting was called to order at 6:34 p.m. by President Gilbert at the New London Public Library.

PRESENT: Bobbie Buchholtz, Patricia Craig, Carol Diehl, Peter Gilbert, Linda Hagen, Bill Morien, Marcia Trentlage.

EXCUSED: Will Bloedow, Paul Girod, Eunice Lawrence, Theresa Rechner.

OTHERS PRESENT: Rick Krumwiede.

Trentlage moved, seconded by Diehl, to approve the minutes of the May 2012 meeting. Motion carried. Craig moved, seconded by Morien, to approve checks numbered 25189v, 25299v, and 25741-25780, inclusive, in the amount of \$94,674.83 and 5/16/12-6/16/12 payroll-related expenditures in the amount of \$64,696.61. Motion carried. Trentlage moved, seconded by Hagen, to approve the 2012 financial report. Motion carried.

DIRECTOR'S REPORT

Krumwiede reported that a staff member would be on medical leave until at least mid-July. Other staff members are doing their best to complete her work. Thank you notes were read from Sue Abrahamson and Paula Reedy. Krumwiede conveyed greetings from former board member Deb Hoffmann.

Computer Network Manager, Dave Bacon, is continuing to have difficulties with the upgrade to version 9 of SAM workstation management software. The AAC met on May 18th. Information was distributed about the new Sierra product and upcoming changes to Millennium. Most of the meeting was spent introducing a new OWLSnet planning process. The last plan was reviewed. A planning process methodology was proposed, and those in attendance participated in an exercise to identify planning issues.

Outagamie County has received a bill from Brown County Library for services provided to Outagamie County residents in 2011. Krumwiede distributed a background paper that he prepared and has shared with County officials. Board members were surprised that Brown County Library would bill Outagamie County when Outagamie County libraries actually provide more service to Brown County residents. Because inter-county library use is nearly reciprocal, it would seem there is no inequity that needs to be addressed with a payment.

NEW BUSINESS

By July 1st of each year, OWLS must notify OWLSnet members of any increase in the annual

membership fee. Typically, any change in membership fees is recommended by the OWLSnet Administrative Advisory Committee (AAC). However, this matter wasn't discussed at the May AAC meeting. Consequently, library directors were asked to comment on two options: a 1% increase or no increase. Only 53% of the OWLSnet directors responded, but the majority of respondents said that while they would prefer no increase, they understand that an increase might be necessary as OWLSnet's costs increase. They also believe it's important for OWLSnet to continue to provide a strong suite of services, and a 1% increase seemed reasonable. Board members were concerned that only half of the member libraries had expressed their opinions. Craig moved, seconded by Trentlage, not to raise OWLSnet membership fees in 2013 because there was no specific recommendation from the OWLSnet Administrative Advisory Committee. Motion carried.

Copies of the 2011 financial statements and auditors' report were distributed and reviewed by the board. Craig moved, seconded by Trentlage, to accept the 2011 financial statements and audit report as prepared by Baker Tilly Virchow Krause, LLP. Motion carried.

Krumwiede recommended that several minor revisions be made to the 2012 operating budget to reflect changes that have occurred since the budget was last revised. Trentlage moved, seconded by Diehl, to approve the following revisions to the 2012 budget.

Account	03/15/12	06/21/12	Change
Automation Income	\$807,575	\$809,075	\$1,500
Transfer from Fund Balance	\$201,172	\$197,477	-\$3,695
Total Revenue & Transfers	\$4,481,390	\$4,479,195	-\$2,195
320-11 Equipment	\$1,000	\$2,500	\$1,500
313-05 Telecommunications	\$109,200	\$105,000	-\$4,200
320-05 Equipment	\$3,000	\$4,000	\$1,000
354-05 System Maintenance	\$113,000	\$117,000	\$4,000
Capital Improvements	\$100,732	\$96,237	-\$4,495
Total Expenditures	\$4,481,390	\$4,479,195	-\$2,195

Motion carried.

The meeting was adjourned by President Gilbert at 8:00 p.m.

Respectfully submitted,

Bobbie Buchholtz
Acting Secretary