

# MINUTES OF THE LIBRARY BOARD

## Oshkosh Public Library

March 30, 2023

The meeting of the Oshkosh Public Library Board of Trustees was held on March 30, 2023 in the Lower Level of the Oshkosh Public Library. The meeting was called to order at 4:00 PM by President, Bill Bracken.

A roll call vote was taken. Present were: Bill Bracken, Kim Brown, Christine Melms-Simon, Lindsey Mugerauer, Baron Perlman, David Romond, David Rucker and Amber Shemanski. Absent were: Julie Davids, Larry Lautenschlager and Samantha Teal, Adjunct Board Member. Others present were: Jeff Gilderson-Duwe, Oshkosh Public Library Director; Lisa Voss, Assistant Director for Library Development; Lindsay Reuer, Children's Librarian and Tracie Schlaak, Administrative Specialist.

There were no public comments.

### Consent Agenda Items:

- **Meeting Minutes** of the Special Meeting of February 28, 2023
- **Vouchers Payable** - \$317,0139.13

**Motion** to approve consent agenda as presented

**Motion:** Perlman; **Second:** Romond; **Vote:** Unanimous

### New Business

- **Guest:** Lindsay Reuer, Children's Librarian gave information about the Library's 1,000 Books Reading Challenge.
- **2023 Endowment Fund Expenditure Proposal – Round Four:**  
Director proposed endowment funds expenditures to support a downtown "Greetings from Oshkosh" mural that will feature the Library lions; to make good on a commitment made in 2021 for honorarium support to the Oshkosh Poet Laureate; and to match a grant from local manufacturer Generac Power Systems to support our Summer Reading Challenge.

**Motion** to approve the proposed Round Four endowment fund expenditures.

**Motion:** Perlman; **Second:** Brown; **Vote:** Unanimous

- **Endowment Fund Expenditure Policy:** The Board's Finance Committee considered revision of the Spending Guidelines section of the policy. The revision would allow library trustees to put forward spending proposals through the agency of the Board President. Committee recommends approval.

**Motion** to approve the revisions to the policy as proposed.

**Motion:** Perlman; **Second:** Brown; **Vote:** Unanimous

- **Investment & Fund Management Policy:** Revisions to the policy are submitted for Board consideration: The Director has revised text to exchange phrasing from "trust funds" to "gifts, bequests, or permanent endowments." The Finance Committee recommends approval.

**Motion:** to approve the revisions to the policy as proposed.

**Motion:** Perlman; **Second:** Shemanski; **Vote:** Unanimous

- **OACF Endowment Funds Asset allocation:** The Board's Finance Committee considered Director's proposed re-allocation of assets in the five major endowment funds. Finance Committee recommends approval.

**Motion:** to approve the revisions to the policy as proposed.

**Motion:** Mugerauer; **Second:** Brown; **Vote:** Unanimous

- **Employee Manual Analysis and Review:** Board President Bracken has completed a comparative analysis of the policies in the Library and City of Oshkosh employee handbooks. A memo from President Bracken and the Director summarizes the findings and recommends a process for further review.

**Motion:** to approve the director's process on reviewing further employee handbook revisions as outlined in the memo to the board

**Motion:** Perlman; **Second:** Mugerauer; **Vote:** Unanimous

- **Analysis and Proposed Revision: Library Employee Handbook, Section 221 – Vacation:** Director reviews differences between the Library policy and that of the City. Director recommends continuing the approach approved by the board on July 28, 2022, i.e., “earn as you go” (start employment with a balance, earn each month, use up to a maximum balance)” rather than the City’s back-loaded approach (earn first then use). A few minor revisions are proposed to address points in the City’s policy that are not presently addressed in the Library policy.

**Motion:** to approve the revisions to the policy as proposed.

**Motion:** Perlman; **Second:** Romond; **Vote:** Unanimous

- **Proposed Personnel Policy Revision: Library Employee Handbook Section 306 – Inclement Weather Policy:** Recent weather events led to scrutiny of the Library’s policy in this area. Opportunities both for greater clarity and for increased alignment with City policy presented themselves.

**Motion:** to approve the revisions to the policy as proposed.

**Motion:** Brown; **Second:** Rucker; **Vote:** Unanimous

## **Adjournment**

**Motion** to Adjourn the meeting at 5:25 PM

**Motion:** Rucker; **Second:** Mugerauer; **Vote:** Unanimous

Respectfully,

Jeff Gilderson-Duwe, Secretary

Tracie Schlaak – Recorder