

MINUTES OF THE LIBRARY BOARD

**Oshkosh Public Library**

October 29, 2020

The Regular Meeting of the Oshkosh Public Library Board of Trustees was held on October 29, 2020 via a Zoom meeting. The meeting was called to order at 4:00 p.m. by Board President, Christine Melms-Simon.

Present were: Bill Bracken, Vickie Cartwright, Julie Davids, Larry Lautenschlager, Christine Melms-Simon, Lindsey Mugerauer, Baron Perlman, David Romond, David Rucker, Amber Shemanski and Adjunct Board Member, Carrie Kiekaefer. Absent were: none. Others present were: Jeff Gilderson-Duwe, Oshkosh Public Library Director; Lisa Voss, Assistant Director for Library Development; Ruth Percey, Assistant Director for Public Services; Julie Schmude, Business Manager and Tracie Schlaak, Administrative Specialist.

**Consent Agenda Items:**

- **Meeting Minutes** -of the September 24, 2020 regular meeting of the library board.
- **Vouchers Payable** - \$321,525.72
- **2021 Schedule of Library Facility Closings**
- **2021 Contractual Services Agreement** – Annual agreement with Winnefox Library System
- **2021 Retirement Planning Incentive Program** – Library Director proposes to continue incentive program for advance notification of intention to retire. Memo included in board packet. Decide whether to extend the retirement notification incentive into 2021.
- **Updated Position descriptions: Children’s and Family Outreach Services** – Library Assistant II – Children’s Services Program Assistant

**Motion** to approve the Consent Agenda

**Motion:** Cartwright; **Second:** Perlman; **Vote:** Unanimous.

**New Business:**

- **Proposed Changes to Table of Organization:** Several changes to the Library Table of Organization are proposed in the enclosed memo. The most significant is for a classification upgrade to three Library Assistant I positions in the Children’s and Family Outreach Services Department. Proposed revisions to the position description to be upgraded and a revised organization chart are also enclosed and require board approval to go into effect.

**Motion** to approve the Proposed Changes to the Table of Organization

**Motion:** Lautenschlager; **Second:** Cartwright; **Vote:** Unanimous

- **Proposal for 2021 Trust Fund Expenditure:** This month’s board packet includes a proposal to use OACF Library Development Trust Funds in 2021 to revive a scholarship supporting employees in pursuit of professional library education at the Master’s Degree level.

**Motion** to accept the Proposal for 2021 Trust Fund Expenditure.

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

**Motion** to Adjourn the meeting at 4:50 PM

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

Respectfully submitted,

Jeff Gilderson-Duwe, Secretary

Julie Schmude – Recorder

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