

MINUTES OF THE LIBRARY BOARD

Oshkosh Public Library

December 22, 2022

The Regular Meeting of the Oshkosh Public Library Board of Trustees was held on December 22, 2022, in the Lower Level of the Oshkosh Public Library. The meeting was called to order at 4:15 PM President, Bill Bracken.

Present were: Bill Bracken, Christine Melms-Simon, Baron Perlman, David Romond, Amber Shemanski and Samantha Teal, Adjunct Board Member. Absent were: Kim Brown, Julie Davids, Larry Lautenschlager, Lindsey Mugerauer and David Rucker. Others present were: Jeff Gilderson-Duwe, Oshkosh Public Library Director; Julie Schmude, Business Manager and Tracie Schlaak, Administrative Specialist.

Consent Agenda Items:

- **Meeting Minutes** of the Regular Meeting of November 17, 2022.
- **Vouchers payable** - \$316,585.43

Motion to approve consent agenda as presented at the meeting

Motion: Romond; **Second:** Melms-Simon; **Vote:** Unanimous

New Business

- **2023 OPL Pay Plan:** The 2023 pay plan matrix is presented for Library Board consideration. These pay rates were built into the final version of the 2023 operating budget approved by the Board on September 29, 2022.

Motion to approve the 2023 OPL Pay Plan as presented

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

- **Appointments to Board Finance Committee for 2022-2023**

Motion to approve the slate of nominees consisting of Barry Perlman, David Romond, David Rucker, Bill Bracken and Samantha Teal, Adjunct Board Member.

Motion: Melms-Simon; **Second:** Shemanski; **Vote:** Unanimous

- **Board Finance Committee Meeting Calendar – 2023:** Director proposes establishing meeting dates for the Finance Committee. These dates will ensure a quarterly regular meeting of the committee to take place the week before a regular full board meeting, enabling incorporation of any recommended action by the committee on the next agenda for the full Board. 2023 dates proposed: Tuesday, February 14; Tuesday, May 16; Tuesday August 22; and Tuesday November 21. All meetings to begin at 4:00 pm.

Motion to approve the Finance Committee Meeting Calendar as proposed.

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

- **Proposed Revision - Expenditure Policy for Gifts, Bequests, or Endowments:** Revised policy incorporating Oshkosh City Attorney advice (memo dated 11-21-2021) that, because the Library's permanent funds are endowments and not legally established trusts, they ought to be referenced as gifts, bequests or endowments. Main revisions are to the title of the policy and to Section I. Purpose.

Director also proposes revising Section IV. Spending Guidelines – General to alter the three-year fund balance basis from December 31 to September 30. This change will allow endowment fund allocations to be considered by the Board before the end of each year, thus allowing projects to get underway immediately in the new year.

Motion to refer this agenda item to the Finance Committee for their next meeting.

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

- **Endowment Fund 2023 Allocation Proposals – Round One:** Proposed 2023 endowment fund allocations with fund limits calculated using a 3-year, end of third quarter average balance.

Motion to approve the Endowment Fund 2023 Allocation Proposals – Round One with an addition of \$1400.00 added to the Facility Improvement Fund to purchase a new small sofa/love seat in CFOS.

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

- **Appointments to Director Compensation Committee for 2021-2023**

Motion to approve the slate of nominees for the Director Compensation Committee consisting of Lindsey Mugerauer, David Rucker, David Romond, Christine Melms-Simon and Bill Bracken.

Motion: Perlman; **Second:** Melms-Simon; **Vote:** Unanimous

- **Director Performance Evaluation Process:** Director’s memo with proposed timetable for 2022 performance evaluation process is included in this month’s document packet. Action requested: Board decide whether to approve the timetable as proposed.

Motion to approve the proposed timetable for the Director’s Performance Evaluation process.

Motion: Perlman; **Second:** Melms-Simon; **Vote:** Unanimous

Future Agenda Items

- January: 2022 Strategic Action Plan Year-end Report/2023 Strategic Action Plan
- January: Director 2022 performance evaluation/2023 goals

Adjournment

Motion to Adjourn the meeting at 4:46 PM

Motion: Perlman; **Second:** Melms-Simon **Vote:** Unanimous

Respectfully,

Jeff Gilderson-Duwe, Secretary
Tracie Schlaak – Recorder