

NEUSCHAFER COMMUNITY LIBRARY BOARD MEETING

Date: October 7, 2019

Present: Mike Abraham, Ruth Ann Heeter, Bobbi Marks, Doug Nowak, Betty Ulman, Natalie Snyder.
The meeting was called to order at 8:00 a.m. by Abraham.

Public input:

Judy McGowan noted that there is a lack of Fremont news in the local newspaper. Natalie will be meeting with the reporter from our area next week. Gina Mesich asked for access to the Library Board meeting agendas prior to the meeting. The agenda is posted on the Library website the Friday prior to the meeting.

Treasurers report:

Donation Checking Account (Premier Community Bank) as of 9/30/19 \$58,141.59.
Donation Money Market Account (Farmer's State Bank) ..The statement is not available.
Balance as of 8/31/19: \$21,331.41.
Motion by Heeter to accept. Second by Marks. Motion carried.

Librarian's Report:

Questions were raised regarding signature authorization on banking accounts.
Betty and Natalie will be added to the Donation Account. Michelle and Natalie will be on the Fines and Fees Account. We will add this to the Profit and Loss Report as a line item under Income.

Holiday Shop at the Library update:

Snyder noted the number of people that are volunteering their time and effort to this annual fundraiser. Heeter reported that the meeting of September 24 put in place individuals to monitor the various functions of the event. Solicitations for items to fill the baskets and Silent Auction items is ongoing. Next meeting: Tuesday, October 15 at 6pm at the Hotel Fremont.

Minutes:

Minutes from the September 9, 2019 meeting were reviewed.
Motion to accept by Ulman, second by Nowak. Motion carried.

Monthly budget bills were presented for September 13-October 9.

Motion by Marks to accept. Second by Nowak. Motion carried.

The Budget Update Report as of 9/30/19 was presented.

Old Business: None.

New Business:

1. Snyder presented the DPI Trustee Essentials 07: Library Personnel.
2. Snyder presented Job Descriptions for Librarian and Library Assistant positions. It was noted that cross training will occur for all positions. Motion by Marks, second by Nowak to approve. Motion carried.
3. Snyder presented Wage Schedules for Librarian(\$14/hr starting) and Library Assistant(\$12/hr starting) positions. All staff would receive a 1.5% cost of living adjustment annually on January 1, starting in 2021. Ulman questioned whether merit increase was a potential. It was noted it would be. Motion by Marks, second by Nowak to approve. Motion carried.
4. Under presented new Library year round hours effective Nov. 1, 2019. Monday 10-6, Tuesday 10-6, Wednesday 9-6, Thursday 10-6, Friday 10-2, Closed Saturdays. Review of hours and budget will be ongoing. Motion by Marks, second by Heeter to approve. Motion carried.
5. Snyder presented a new Fines Structure to be in line with other area libraries, effective Nov 1, 2019. Most materials/audiobooks will be changed to \$.10/day, \$5. Videos will be changed to \$.25/day, \$5. Motion by Nowak, second by Marks to approve. Motion carried.

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6. Snyder presented procedures for removal of items from the Library. Motion by Ulman, second by Heeter to approve. Motion carried.

7. Proposed Budget for 2020 to be presented to the Village Board was discussed.

Library System Fees	\$ 7,890
Library Materials	10,500
Operational Supplies	1,000
Copier	300
Library Programs	300
Training/Cont Education	1,300
Equipment	4,050
Wages	83,300
FICA/MD	7,081
Retirement	2,160
Electricity	2,000
Sewer	250
Telephone	1,400
Gas for heating	800
Maintenance wages	1,900
Maintenance repair/update	0
TOTAL EXPENSES	\$124,231

INCOME:	
Village	\$59,874
County Library Aid (OWLS)	55,083
Donations & Grants	9,274

TOTAL INCOME: \$124,231

Adjournment: Motion to adjourn the meeting at 9:47 a.m. by Ulman, second by Marks. Motion carried.

Next meeting: Date to be set pending budget discussions by the Village Board.

Respectfully submitted, Ruth Ann Heeter, Secretary