

## NEUSCHAFER COMMUNITY LIBRARY BOARD MEETING

Date: November 4, 2019

Present: Mike Abraham, Ruth Ann Heeter, Bobbi Marks, Doug Nowak, Betty Ulman, Natalie Snyder.  
The meeting was called to order at 8:02 a.m. by Abraham.

### Public input:

#### Treasurers report:

Donation Checking Account (Premier Community Bank) as of 10/31/19 -tentative,  
awaiting bank statement-\$58,551.59.  
Donation Money Market Account (Farmer's State Bank). The statement is not available.  
Balance as of 10/30/19: \$21,345.21.  
Motion by Marks to accept. Second by Heeter. Motion carried.

#### Librarian's Report:

Dated 11/4/19 was presented.

#### Holiday Shop at the Library update:

A meeting was held Tuesday, October 29 at 6pm at the Hotel Fremont. Assembling baskets will begin Friday, November 8 as the Village Gym becomes available for use. The event will be Saturday, November 23, 9am-3pm. Breakfast will be served starting at 8am.

#### Minutes:

Minutes from the October 7, 2019 meeting were reviewed.  
Motion to accept by Ulman, second by Nowak with amendments that Library Board agenda is posted on the Village website (not Library website) and Item 3 under New Business should read "All staff would receive a 1 to 5% cost of living adjustment annually starting in 2021. (not 1.5%). Motion carried.

#### Monthly budget bills were presented for October 17-November 1.

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

#### The Budget Update Report as of 10/31/19 was presented.

#### Action Items:

Discussion was held regarding the process for reserving the Council Room and Gym. There is a need for posting a schedule of use. Marks will work with Michelle regarding posting pre-existing reservations on the Village website to assist groups learning of space availability.

The Librarian position has been offered to Shawnee Allen, who will start November 11.  
Interviews are underway for Assistant Librarian.

Discussion took place regarding the Library staff involvement in grant writing and fundraising.  
OWLS grants can be managed by the Library Director, others should be brought to the Library Board for review.  
A joint plan with Friends of the Library should be in place regarding fundraising.

Motion by Nowak, second by Ulman to authorize up to \$8,400 to be utilized from the Donation Account for items "a" through "g" as noted in agenda, per Director's discretion. Motion carried.  
Work table & label printer and supplies.  
Additional DVD shelving.  
DVD replacement cases.  
New office chairs.  
Expansion of collection areas as noted by OWLS: Graphic Novels, Large Print, Audiobooks,  
Expand areas based on requests/demand: TV series DVDs, Children's books aligning with daycare/teachers themes.  
\$300 nlc Foundation donation to be used as the grant intended.

The Building and Grounds survey results will be discussed at the December meeting.

**Adjournment:** Motion to adjourn the meeting at 8:45 a.m. by Ulman, second by Nowak. Motion carried.

**Next meeting:** December 9, 8 a.m.

Respectfully submitted, Ruth Ann Heeter, Secretary