

NEUSCHAFER COMMUNITY LIBRARY BOARD MEETING

Date: November 9, 2020

Present: Ruth Ann Heeter, Bobbi Marks, Judy McGowan, John Ohlson, Betty Ulman, Natalie Snyder.

The meeting was called to order at 5:00 p.m. by McGowan

Public Input:

McGowan reported that baskets are ready for the FROLIC IN FREMONT event to be held November 28 at the Fremont Riverdeck.

Director's Report:

Dated 11/09/20 was presented.

Treasurer's Report:

Donation Checking Account (Premier Bank checking) as of 10/30/20: \$59,644.66.
Donation Money Market Account (Farmer's State Bank) as of 10/30/20: \$21,429.69.
Motion to accept by Heeter, second by Ohlson. Motion carried.

ACTION ITEMS:

Minutes: Minutes from the October 12, 2020 meeting were reviewed.
Motion to accept, by Ohlson, second by Marks. Motion carried.

Payment of bills: Motion by Marks, second by Ulman to approve payment of bills Oct 13 through Nov 9, 2020.
Motion carried.

Credit Card invoice reconciliation process. Discussion followed regarding the timing of payments approved by the Library Board AFTER they have been paid. The Library Board has the responsibility to approve payments. Further discussion and research is needed. Can we change the due date for our credit card? Should we use purchase orders? Snyder will check policies at other libraries.

Trustee Essential 2: A copy of this document from the Wisconsin Public Library Trustees was distributed titled "Who Runs the Library?" It discusses responsibilities of the library board, the library director, the division of labor between the director and the board and responsibilities of the municipal government.

2021 Budget: The Library budget will be voted on by the Village Board tomorrow night. The Library portion is \$108,000. Motion by Marks, second by Ulman to approve. Motion carried.

Discarded books: Motion by Ulman, second by Heeter to approve books being picked up. Motion carried.

Library Design Project/Wohlt Grant: Motion by McGowan, second by Heeter to recommend working with BSI on this project. Motion carried.

Board position vacancies: Snyder will write up expectations for Library Board members responsibilities. They must be a Village resident. There are two openings. Efforts will take place to fill the positions by the first of 2021. Posting will be placed on Facebook.

Adjournment: Motion to adjourn the meeting at 6:17p.m. by Marks, second by Ulman. Motion carried.

Next meeting: December 7 at 5 p.m.

Respectfully submitted, Ruth Ann Heeter, Secretary