

NEUSCHAFER COMMUNITY LIBRARY BOARD MEETING

Date: December 7, 2020

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

The meeting was called to order at 5:02 p.m. by McGowan

Public Input:

None.

Director's Report:

Dated 12/7/20 was presented.

Treasurer's Report:

Donation Checking Account (Premier Bank checking) as of 11/30/20: \$59,646.69.

Donation Money Market Account (Farmer's State Bank) as of 10/30/20: \$21,429.69. November statement was not available.

Motion to accept by Heeter, second by Marks. Motion carried.

ACTION ITEMS:

Minutes: Minutes from the November 9, 2020 meeting were reviewed.

Motion to accept, by Marks second by Ohlson. Motion carried.

Payment of bills: Motion by Heeter, second by Ulman to approve payment of bills Nov 10 through Dec 10, 2020.

Motion carried.

The Budget Update Report as of Nov 30 was presented.

Application for appointment to Library Board was presented. The Board member must be a Village resident.

The application will be posted on the website and facebook. Motion by McGowan, second by Ulman to approved. Motion carried.

Library Design Project/Wohlt Grant: We are working with BSI and hope to have a plan to review at the January meeting. The Waupaca Library Director met with Snyder and offered input and aspects to consider.

Purchasing/Purchase Order Policy: Discussion followed on how and why a policy should be formalized. Ohlman, Marks and McGowan will research how other libraries handle this and present a report at our February meeting. Meanwhile, there will be no change to the purchasing process at this time.

Adjournment: Motion to adjourn the meeting at 5:47p.m. by Heeter, second by Marks. Motion carried.

Next meeting: January 11, 2021 at 4 p.m.

Respectfully submitted, Ruth Ann Heeter, Secretary