

NEUSCHAFER COMMUNITY LIBRARY BOARD MEETING

Date: May 18, 2020

Present: Ruth Ann Heeter, Bobbi Marks, Doug Nowak, Betty Ulman, Natalie Snyder. Absent: Mike Abraham.
Guest: Bradley Shipps. The Virtual meeting was called to order at 8:08 a.m. by Marks.

Public Input:

Judy McGowan referred to an email she sent to the Board yesterday regarding Agenda Items 7-9, questioning their purpose and asking for careful consideration.
Louise Thauer expressed concern regarding Agenda Item 8 regarding the "freezing" of Donation Account funds. These funds come from the community and volunteers and should be available per library needs.

Director's Report:

Dated 5/18/20 was presented. The Library is running at Level 1 Curbside service.

Treasurer's Report:

Donation Checking Account (Premier Bank checking) as of 4/30/20: \$57,112.23.
Donation Money Market Account (Farmer's State Bank) as of 4/30/20: \$21,412.96.
Motion by Heeter, second by Nowak to accept. Motion carried.
The Library has received \$33,642.50 through OWLS, coming from Waushara County and half the 2020 amount to come from Waupaca County. The remainder from Waupaca County will come later.

Old Business:

Motion by Marks, second by Nowak to pay Natalie, Shawnee, and Jenevieve the total hours using their average for January, and February (per below). Motion carried.
Notes from April 13 meeting minutes: With the understanding that Natalie provide the library board details on actual hours worked, and what the work involved. It is effective today (4/13/20). The action is in effect until May 1st, or sooner if the closure notice is lifted.

Action Items:

Minutes: Minutes from the April 27, 2020 meeting were reviewed.
Motion to accept with amending the date of the meeting to April 27, by Ulman, second by Nowak. Motion carried.

Election of Officers:

Motion by Marks, second by Nowak to elect Ulman Treasurer. Motion carried.
Motion by Ulman, second by Nowak to elect Heeter Secretary. Motion carried.
Motion by Nowak, second by Marks to elect Abraham President. Motion carried.

-Snyder presented a recap of the transition to Curbside Service. (Presented as part of Director's Report).

Items regarding planning: a. The Library can use the gymnasium to store bins during the 72 hour quarantine time. b. The Village can be asked to provide cleaning and garbage handling for the Library. c. Recommendations regarding patron use of the Library are still under consideration. d. Methods will be explored to provide patrons use of computers as they seek jobs and/or apply for unemployment. Providing space in the gymnasium was suggested. e. Curbside service will continue until further notice. Snyder will prepare a policy on how to deal with Library opening should staff become ill.

Payment of bills: Motion by Ulman, second by Heeter to approve payment of bills since 2/27/20. Motion carried.

-Director of OWLS, Bradley Shipps discussed Library funding.

-No action was taken on a proposal to hold material purchases, effective 5/14/20.

-No action was taken on a proposal to hold previously approved items that would have been paid from the donation account.

-Future discussion will consider the creation of a purchase order system for items over a "to be determined" amount.

Board member resignation: Message was received from Village Board President Dan Sambs via Village Clerk Michelle McClone that Mike Abraham is resigning his position on the Library Board. Nominations will

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be reviewed at the next meeting. Regulations regarding Village residency to serve on the Board will be researched. According to Wisconsin statute, up to two Board members can live outside the jurisdiction. The position of Library Board President will be revisited.

Adjournment: Motion to adjourn the meeting at 9:55 a.m. by Nowak, second by Ulman. Motion carried.

Next meeting: June 8, 8 a.m.

Respectfully submitted, Ruth Ann Heeter, Secretary