

NEUSCHAFER COMMUNITY LIBRARY BOARD MEETING

Date: September 9, 2019

Present: Mike Abraham, Ruth Ann Heeter, Bobbi Marks, Doug Nowak, Betty Ulman, Natalie Snyder.
The meeting was called to order at 8:01 a.m. by Abraham.

Public input: None.

Minutes: Minutes from the August 12, 2019 meeting were reviewed.
Motion to accept by Ulman, second by Marks. Motion carried.

Treasurers report:

Donation Checking Account (Premier Community Bank) as of 8/31/19 \$58,120.25.
Donation Money Market Account (Farmer's State Bank) as of 8/31/19: \$21,331.41.
Motion by Heeter to accept. Second by Nowak. Motion carried.

Monthly budget bills were presented for August 15-September 11.
Motion by Marks to accept. Second by Ulman. Motion carried.

The Budget Update Report as of 8/31/19 was presented.

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.

Old Business: None.

New Business:

Snyder presented paperwork from the Dept. Public Instruction: Chapter 9, Managing the
Library's Money.

Budget: Snyder questioned what happens to unused budget funds. They revert back to the
Village.

Snyder questioned what items require Board approval and what ones do not. Capital outlays
require Board approval. Supplies, books and programming do not require Board approval.

Snyder questioned the 2020 budget planning process. The Director preps, the Library Board
reviews in October and sends it to the Village Board. Final approval is in November.

Motion by Marks, second by Heeter to authorize purchase of a new computer, receipt printer,
scanner and Quikbooks for the Director. An OWLS discount will be utilized. Motion
carried.

Snyder discussed layout changes in the Library that will take place for better efficiency.
Motion by Marks, second by Nowak to authorize changes to the Library hours for 2020. Motion
carried.

A rotation plan for purchase of computers will be in the new budget, replacing 2 computers each
year.

A job description for job posting is not ready yet.

Snyder distributed a Building & Grounds survey for Library Board members and Library
employees to fill out and return by the end of September.

Heeter provided an update on the upcoming Holiday Fundraiser committee activities. The next
meeting is September 24 at 6p.m.

Adjournment: Motion to adjourn the meeting at 8:37 a.m. by Nowak, second by Marks. Motion
carried.

Next meeting: October 7 @ 8 a.m.

Respectfully submitted, Ruth Ann Heeter, Secretary