

NEUSCHAFER COMMUNITY LIBRARY BOARD MEETING: March 8, 2021

Present: Amanda D'Arcy, Judy McGowan, Carolyn Schmidt, Bobbi Marks, Natalie Snyder
(Library Director)

Absent: John Ohlson

Also present: Louise Thauer, Friends of the Library; Bradley Shipps, OWLS Director

The meeting was called to order at 4:04 PM by Judy McGowan.

Director's Report:

Dated March 8, 2021, presented by Snyder.

Treasurer's Report:

Donation Checking Acct (premier Bank) as of 2/28/2021: \$24,657.37

Donation Money Market Acct (Farmer's State Bank) as of 2/26/2021: \$21,438.84*

(*Marks indicated this is an estimate based on an interest estimate for the month, not yet available.)

Marks indicated she was not able to sign onto account despite having minutes in hand from February 15th meeting, approving her as the interim treasurer. McGowan will address.

ACTION ITEMS:

Minutes: Minutes from the February 15th and February 23rd meetings reviewed, following clarification surrounding county appointments. Motion to accept the minutes of both meetings from D'Arcy, second by Schmidt. Motion carried.

Public inquiry into why the minutes have not been posted since February 2019.

Payment of Bills: After clarification by Snyder of one amount change, motion to approve payment of bills by Schmidt, second by McGowan. Motion carried. Marks requested all library board members sign the bills/expenses spreadsheet.

Additional: McGowan indicated a special meeting to discuss the bill paying and approving procedure was taking place between Village Board representation and McGowan on Thursday March 11, 2021.

Library Credit Card: Motion by Marks, second by Schmidt, to apply for a credit card through Premier Bank after learning the Village of Fremont is changing banks, and the library credit card is expiring at the end of March. Motion carried. Marks and McGowan will discuss details and EIN# to be used, with Premier.

Library Director position, paperwork review: Developed and presented by Snyder. Motion made by McGowan to form a special library board committee to address the plan, expanding to a fulltime director to enhance the continuity and ease the transition from Snyder to her replacement and beyond. Second by D’Arcy, motion carried.

Library Strategic Plan: Snyder shared ideas with regard to library strategic plan. McGowan indicated her desire that the Library board also share the vision. Marks suggested forming a volunteer group that includes members of the community. Shipps (OWLS) will forward strategic planning materials including information about small library facilitation. It was also suggested that a temporary vision be in place, with a long-term plan to include input from the incoming director.

Bill Paying Procedure: Suggestion to postpone discussion until after Thursday March 11, 2021 meeting with Village Board President and Clerk.

Reopening Plan/Timeline: Motion by McGowan to allow public browsing to begin Tuesday March 9th, also allowing Snyder to make the call each day whether or not browsing can take place that day, based on staff comfort level and availability. Second by D’Arcy. Motion carried. Snyder will also check on maximum number of visitors at a time.

Wohlt Grant Project update: Snyder contacting electricians for quotes. Friends of Library handling floor installation through Bob VanLyssel. Order was submitted for new equipment. Motion was made by D’Arcy to cover \$7500 of the flooring estimate (half) out of the donation account. Second by McGowan. Motion carried.

Additional: Motion made by McGowan, second by Schmidt, to amend the February 23rd special meeting motion, that \$35,000 would be deposited within two weeks back into the donation account from BSI grant reimbursement, to, the \$35,000 would be reimbursed in December 2021 instead. Motion carried.

Town of Wolf River donation adjustment: Marks clarified that the Town of Wolf River check was for \$1000, not \$100, as previously discussed and approved. Marks made a motion, second by Schmidt, to send additional check to Village of Fremont addressing the error, in the amount of \$900. Motion carried.

Donation account compliance discussion: Snyder shared her concern that no one is bonded for the account. Shipps will review statutes and send relevant information to McGowan for board distribution.

Other:

Marks requested an additional binder plus dividers, for updated organization of the treasurer’s materials.

Public input: None.

Adjournment: Schmidt made a motion to adjourn, McGowan second. Motion carried. Meeting adjourned at 5:18pm.

Next meeting: Monday April 5, 2021, 4:00 pm. Set up for this meeting needs to take place on April 1, to accommodate for Easter weekend and closed offices as a result.

Respectfully submitted,
Carolyn Schmidt (Acting Secretary)