

**MINUTES**  
**NEUSCHAFER COMMUNITY LIBRARY BOARD MEETING**  
**April 9, 2021, 1:00 PM**

**Present:** Amanda D’Arcy, Judy McGowan, Carolyn Schmidt, Bobbi Marks  
**Absent:** John Ohlson

The meeting was called to order at 1:04 PM by Judy McGowan.

**ACTION ITEMS:**

**Review rubrics and select applicant for Library Director position:** After considering all candidates to date, D’Arcy moved to offer the Library Director position to Melissa Krause. Marks seconded. Motion carried.

Schmidt will contact Krause and present offer, obtain verbal acceptance, and arrange for formal signing of offer letter.

**Choose start date, make tentative transition plan:** Schmidt will talk with Krause about tentative start date of Monday, April 26<sup>th</sup>, to allow at least an orientation, and attendance of the Village Board meeting on the 27<sup>th</sup> for introductions. Due to Krause move from North Dakota, the board will allow Krause to work part time initially, if needed, to continue settling into the area. Snyder would remain on in part time capacity as “Project Consultant”, for the library renovation.

**Offer letter:** Changes and edits were made to a rough draft offer letter for Krause.

**Trustee Essentials #5, items 6, 9, and 10:** The board decided to implement “check-ins” at 3 months, 6 months, and a formal review at one year, for the incoming Library Director. These will be added to the Neuschafer Community Library Policies and Procedures at a later date, when the document series is reviewed.

McGowan moved to have Schmidt and D’Arcy act as the library orientation team for Krause, as part of the personnel committee. Marks seconded. Motion carried.

**Discuss and approve changes and additions to the Neuschafer Community Library Policies and Procedures:** McGowan made a motion to table the discussion on policy changes and additions until a later date. Marks seconded. Motion carried.

**Discuss and select electrician for renovation project:** Marks moved to accept the Alan’s Electric bid and allow contact by Snyder, to hire for the purpose of renovation electrical needs. Schmidt seconded. Motion carried.

Schmidt moved, seconded by Marks to adjourn at 2:16 PM.

Respectfully submitted,  
Carolyn Schmidt (Acting secretary)