

MINUTES

NEUSCHAFER COMMUNITY LIBRARY BOARD MEETING

July 5, 2021

Present: Judy McGowan, Amanda D’Arcy, Carolyn Schmidt, Bobbi Marks, Melissa Krause (Library Director)

Absent: John Ohlson, Jaleen Hacklander, Martha Bailey,

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

Director’s Report:

1. Krause informed of four summer events coming up and will track attendance: Waupaca K-9, Birds of Prey, Attic Trunk, Sheer Blue Wellness.
2. River Days (July 3rd) traffic was steady, a good number of people went through the library, open 10-2.
3. The Book Sale was open on July 3rd during River Days and generated approximately \$300. Several ideas were discussed to deal with the remaining books, including have the books remain in the gym for a while for visitors to peruse, sell through the Legion Sale, patron “pick a book” at end of summer (giveaway of what’s left). 300 bookmarks were printed up and handed out July 3rd, for the book sale.
4. Six story time/activities were planned. The first included several groups of young children and went very well. 58 attended the first story time, 32 signed up so far for summer reading program. Story time will shift back to Wednesdays once school starts up.

Treasurer’s Report:

No statements presented per the holiday.

Donation Checking Acct (premier Bank) as of 5/31/2021: \$18,076.50

Donation Money Market Acct (Farmer’s State Bank) as of 5/31/2021: \$21,444.04

Schmidt moved to accept the Treasurer’s report, D’Arcy seconded. Motion carried.

Minutes: D’Arcy moved to approve the May 24th meeting minutes. McGowan seconded. Motion carried.

Payment of Bills: Marks moved to accept payment of bills to date (7/5), McGowan seconded. Motion carried.

Due to the extended timeframe between meetings, bills have already been submitted to the Village of Fremont for payment by Krause.

Approve and payment of Alan’s Electric bill for remodel: The library received the maximum amount per the CARES grant of \$1357.67, approved by OWLS (check made out to Neuschafer Community Library). Library Board will cover balance of \$2892.33. CARES check will be deposited. Marks made a motion to approve and deposit CARES grant check, and to sending out a check for the full amount to Alan’s Electric, \$4250.00. D’Arcy seconded. Motion carried.

Closing of Premier “Fines” account: Fines are no longer being collected per a prior policy change. Schmidt moved to close the “fines” account and move the remaining balance (approximately \$500) to the Premier donations account. McGowan seconded. Motion carried.

Approve closure of Farmer's account and move funds to Premier: Marks made a motion to leave both accounts active for the time being as a measure of "giving love" to small town banks. Schmidt seconded. Motion carried.

Approve OWLS annual resource sharing policy: McGowan made a motion to stay with OWLS. Schmidt seconded. Motion carried.

Committee Updates:

- 1. By-Laws Committee:** D'Arcy (chair) shared that the committee is revamping the layout of the Policies and By-Laws, by incorporating Trustee Essentials, splitting the document into two, a general rewrite of confusing language, and reforming the outline structure of the document. D'Arcy hopes to present a completed portion at the next board meeting.
- 2. Personnel Committee:**
 - a. Personnel Committee change: Marks is no longer on this committee, Hacklander has now joined.
 - b. Krause supplied planned wages budget to allow for part time hire (\$9/hr, 12-15 hrs/week).
 - c. Schmidt contacted Kris Buss (Village Board chair of personnel). The Village is not adopting part time employee benefits at this time.
 - d. Schmidt (chair) informed that the committee met to discuss benefits for part time employees. **The proposal:** Current part time employees (Ann, Jennie) to receive paid time off per the normal hours of their respective work weeks, to be used during the year. (Ann = 25, Jennie = 16). Effective immediately for the period of July 5, 2021 – July 4, 2022. On July 5, 2022, re-evaluation of average number of weekly hours worked during the year (July 5, 2021 – July 4, 2022) to determine benefit time off for year two (July 5, 2022 – July 4, 2023). In addition, if a holiday falls on their normal work day, and the library will be closed, the part time employee would receive that holiday off, paid.
 - e. New part time hire would not receive above benefits until their 1-year work anniversary.

D'Arcy made a motion to accept the new part time employee benefits package (d and e above). McGowan seconded. Motion carried.

In addition, the Personnel Committee will meet and discuss changes/additions to director compensation package.

Friends of the Library Update: None

Public Input: None

Next meeting: Monday, August 2nd, 4:00 pm in the Village Hall.

Adjournment: Schmidt moved to adjourn at 5:08pm, McGowan seconded. Motion carried.

Respectfully submitted,
Carolyn Schmidt, Secretary