

**MINUTES**  
**NEUSCHAFER COMMUNITY LIBRARY BOARD MEETING**  
**May 24, 2021**

**Present:** Judy McGowan, Jaleen Hacklander, Martha Bailey, Amanda D’Arcy, Carolyn Schmidt, Bobbi Marks, Melissa Krause (Library Director)

Absent: John Ohlson

**Also present:** Louise Thauer, Friends of the Library

The meeting was called to order at 4:00 PM by Judy McGowan.

**Director’s Report:**

Presented verbally by Krause. Library renovation moving along, starting to bring items back into the space. Internet is up and running. Summer programs are good to go. Krause would like regular summer hours and browsing to be open to the public as of June 24<sup>th</sup>, following the rededication ceremony, potentially at 25% capacity yet. However, this may change per CDC and OWLS guidance.

**Treasurer’s Report:**

Donation Checking Acct (premier Bank) as of 5/24/2021: \$16,226.20

Donation Money Market Acct (Farmer’s State Bank) as of 5/3/2021: \$21,443.28

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

**Minutes:** Bailey moved to approve the May 3rd meeting minutes. Hacklander seconded. Motion carried.

**Payment of Bills:** Bills presented by Marks. Schmidt moved to accept payment of bills to date (5/24) for May, McGowan seconded. Motion carried.

**Bill paying for May 24<sup>th</sup> – June 30, 2021:** Due to the length of time between meetings, Krause will review bills that arrive, and, if any bills are in need of payment before July 5<sup>th</sup> meeting, contact Marks directly to handle. The board will review and approve bills that required earlier payment, at the July 5<sup>th</sup> meeting.

**Accept checks from Town of Bloomfield (\$850) and Town of Wolf River (\$1000):** McGowan made a motion to accept the checks, Bailey seconded. Motion carried. Marks will deposit into the Premier donation account.

**Signees for each Library Board checking account:**

- 1. Premier “book fine” account:** Schmidt made a motion to have three signees from May 24<sup>th</sup> forward, on the Premier fine account, to be the Library Director (currently Melissa Krause), Board President (currently Judy McGowan), and Board Treasurer (currently Bobbi Marks). D’Arcy seconded. Motion carried. Marks is to receive the statements as current Board Treasurer: 414 South River Road, Fremont, WI 54940.
- 2. Premier Donation Account:** Schmidt made a motion to have the three signees from May 24<sup>th</sup> forward, on the Premier Donation account, to be the Library Director (currently Melissa Krause), Board President (currently Judy McGowan), and Board Treasurer (currently Bobbi Marks). Bailey seconded. Motion carried. Marks is to receive the statements as current Board Treasurer: 414 South River Road, Fremont, WI 54940.
- 3. Farmer’s State Bank Donation (Money Market) Account:** Schmidt made a motion to have the three signees from May 24<sup>th</sup> forward, on the Farmer’s State Bank donation money market account, to be the Library

Director (currently Melissa Krause), Board President (currently Judy McGowan), and Board Treasurer (currently Bobbi Marks). D'Arcy seconded. Motion carried. Marks is to receive the statements as current Board Treasurer: 414 South River Road, Fremont, WI 54940.

**Formation of committees:** Request from McGowan to have the Personnel Committee (Schmidt, chair) meet and discuss giving part-time employees benefits. Krause forwarded information from OWLS for guidance, stating other libraries do offer benefits. Marks added that the Village of Fremont Board is also reviewing the same for Village part-time positions at this time and suggested working together. Committee will reconvene after June 8<sup>th</sup> Village Board meeting.

Request from McGowan to have the By-Laws Committee (D'Arcy, chair) meet and discuss changes to the Neuschafer Community Library Policies and Procedures document. Initial meeting set for Thursday, May 27<sup>th</sup>, 10:30am to begin review.

Request from McGowan to establish a Nominating Committee for upcoming changes per annual term limits of board members. Hacklander will chair, with Bailey and Ohlson also participating. This committee will begin meeting in February 2022.

Friends of the Library update: Thauer shared details of the June 23<sup>rd</sup> rededication of the new library. Thauer also reminded the board about attending the food truck rally in Readfield on June 19<sup>th</sup>, appreciating former employees for their service.

**Public Input:** None.

**Next meeting:** Monday July 5<sup>th</sup>, 4:00 pm in the Village Hall.

**Adjournment:** D'Arcy moved to adjourn at 4:37pm, Bailey seconded. Motion carried.

Respectfully submitted,  
Carolyn Schmidt, Secretary