

MINUTES

NEUSCHAFER COMMUNITY LIBRARY BOARD

December 13, 2023

Present: Martha Bailey, Lori Schmidt, Adam Socha, Naomi Peuse, Amanda D'Arcy, Melissa Krause (Library Director), Jaleen Hacklander, and Norma Hernández

The meeting was called to order at 3:03 pm by Bailey.

Director's Report:

- Melissa shared that the teen book club and adult club programs will take place next week. The Game Club has also requested to do an extra meeting over winter break. Krause also reported that the Town of Fremont Board has requested she attend their meeting on Tuesday, December 19th at 6:30. Bobbi Marks, the Village Board President, attended their meeting last month and called the NCLB's programming expenditures into question. As a result, their 2024 donation check was withheld. Krause will attend to dispel rumors and is hopeful that the Town will still donate programming funds to the library, as their donation makes up a majority of our programming budget.

Approval of bills and expenses: No new bills have come in since last week's meeting on 12-4-23. Statements are also pending. Hacklander made a motion for outstanding 2023 bills and expenses to be paid, forwarded from Melissa to Megan (Village Clerk). Bailey seconded. Motion carried.

Discuss and approve performance incentive: Bailey kicked off discussion that in previous years, staff were given performance incentives in December, if budget allowed.

Incentives were not given in 2022, so the Board looked to 2021 minutes for reference. In 2021, the Director received \$400, full time staff received \$200 and part-time staff received \$150 through payroll.

We retained the same staff since then and since they received nothing in 2022, Hacklander suggested doubling the 2021 figures (to make up for 2022) and adding a 5% cost of living increase so the Director would receive \$840, full time average staff would receive \$420 and part time would receive \$315.

D'Arcy urged the Board to consider the findings of the wage analysis conducted by the Finance Committee when considering the incentives, which concluded that our staff has

been significantly underpaid compared to staff at comparable libraries within Wisconsin. Bailey added that the staff also didn't receive any health care benefits, like most libraries offer, either.

D'Arcy suggested \$1000 for the Director and \$500 each for the other three staff members. Krause did not feel comfortable receiving that much more than staff.

Socha suggested we give Krause a \$2000 allotment to distribute as she felt fit between herself and staff. Krause preferred the Board decide.

Peuse made a motion to give the Director \$650 and \$450 to the other three staff members. Bailey seconded. Motion passed.

Discuss and approve 2024 wages: Since the Village voted to approve a budget less than the NCLB proposed, and with programming donations pending until the Town of Fremont meeting on 12/19/23, the Board voted to delay a decision on hourly wage increases until January. The Personnel Committee will meet to review and propose a plan to the Board.

D'Arcy emphasized that the wages should be backdated to January 1st, once a decision is made by the Board.

Peuse made a motion to increase all of the staff's current hourly wages by 5%, effective January 1st. Hacklander seconded. Motion carried.

Discuss and approve management of library accounts: Schmidt explained that there are three checking accounts right now and she'd like to review their functions and see if we can streamline things.

At Premier we have two checking accounts. The "Fines and Fees" account and the "Donations" account. The Fines and Fees account is predominantly used for programming expenses. Earmarked donations have been deposited here, as this is the account Melissa has a checkbook for. It is an audited account.

The "Donation" checking account at Premier seems to have been used primarily as a place for non-earmarked library donation checks from neighboring municipalities to be deposited into. Schmidt noted that for the past 5 years or so, Bobbi Marks (the previous Library Board Treasurer) would write a "subsidy" check to the village using this account's checks.

The third checking account we have is at Farmer's State Bank. The Board asked Schmidt to see if there was a minimum balance required for this account. Schmidt will gather information and report back in January.

Hacklander offered to put all of this information into an Excel spreadsheet, along with subcommittee members. She has an existing file with Board members' terms already.

We also have a credit card through Premier, which is linked to the Village. Krause informed us that the credit card itself and the account still have the former Village Clerk's name on file and needs to be updated. There is also a \$1000 monthly limit set on it, which sometimes causes a problem. Bailey asked Socha, as the Village liaison, to inform the current Village Clerk that an update is needed and request a higher limit on the card. Socha agreed.

Public Input: None.

Next meeting: Thursday, January 4, 2024 at 4:30pm in the Village Hall.

Adjournment: Bailey made a motion to adjourn at 3:54 pm, D'Arcy seconded. Motion carried.

Respectfully submitted,

Amanda D'Arcy