

# MINUTES

## NEUSCHAFER COMMUNITY LIBRARY BOARD

**JANUARY 4, 2024**

**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 4:32 pm by Bailey.

### **Approve previous meeting minutes:**

- Motion made by Bailey to approve minutes from NCLB minutes from December 4, 2023 meeting, Seconded by Hacklander. Motion carried.
- Motion made by Bailey to approve special meeting minutes from December 13, 2023, seconded by Socha. Motion carried.

### **Director's Report:**

- Krause shared that she is working on numbers to compare service changes by municipality to see where we were successful in advertising or where we can dedicate more energy to drive circulation.

Ann pulled numbers from our circulation materials and the cost - Krause's goal is to apply these averages to municipal checkout data to raise awareness of the financial savings the library provides patrons. She plans to then make a diagram with the data to share a visual.

Krause attended the Town of Fremont meeting on December 19th with materials to show programs they have funded for the past few years. The Board voted to reallocate \$2500 toward library programs.

Krause submitted recertification to DPI (Department of Public Instruction). She has one final course to complete in the fall, to meet state compliance (separate from graduate school courses). Annual report - DPI annual reports are due on March 1st. Krause proposed meeting at the end of February so the Board could approve the report prior to the deadline. The Board asked if the report could be completed prior to the meeting on the first Monday of February. Krause said she would keep us posted on her progress.

In terms of recurring monthly programs, the library continues to host Memory Café, Storytime, Game Club, Tween Book Club, Lunch and Learn, and Fremont Book Club.

Last month the library hosted Cookies and Carols - Krause invited the Weyauwega-Fremont Women's Glee Club. Their performances was fantastic and 53 attended.

Lunch and Learn will be meeting bi-monthly this year and the first quarter has already been scheduled. January 17th is a Beginners Sourdough class, March's event will be a fraud protection

presentation by Premier, and May will be focused on container gardening. Krause shared future presentation ideas as well, with a multi generational appeal.

Summer reading 2024 - The theme has been announced, "Adventure Begins at Your Library: La aventura comienza en tu biblioteca." Krause has already scheduled The Dragon Training Academy for June 12th (and coordinated with other libraries in the area to secure a lower booking rate).

Teambuilding - Krause scheduled a staff teambuilding event for 2/6 at the Trout Museum in Appleton. The library will close at 4 o'clock so they can all attend.

Training - Hoot-Con is tentatively scheduled for March with 3 dates and locations available instead of one like last year.

Circulation numbers - Overall, we ended 2023 with a 4% increase in total circulation, 39% increase in ebooks, 60% increase in audiobooks, 57% increase in public computer use.

Circulation growth was significantly higher in children's materials!

**Treasurer's Report:** Schmidt reported on the following accounts

Farmer's State Bank Money Market 'Donation' Account: \$1,643.68

LTC Grant Account: \$20,001.68

Premier Community Bank 'Donation' account: \$6,675.12

Fines and Fees (Programs) account: \$2,974.84

**Approval of bills and expenses:** Bailey made a motion to pay bills and expenses, Peuse seconded. Motion carried.

**Finance sub-committee - Discuss and approve recommendations for account changes:** Schmidt recapped the December board meeting discussion about streamlining accounts...

At Premier we have two checking accounts. The "Fines and Fees" account and the "Donations" account. Schmidt suggested we rename the Fines and Fees account to the "Programs" account, which will be used to deposit earmarked monies.

Hacklander explained that the "Programs" account is a small interest earning account that changes with the market. If the account balance is below \$1500, for even one day, we don't receive any interest (currently .02%) for the whole month. If the account balance goes below \$500, we would be fined. However, there is no charge if we sign up for statements. The email designees are Lori Schmidt and Jaleen Hacklander.

The second account at Premier - the 'Donation' account is similar in function so we are enrolling in statements for this account as well.

At Farmers State Bank we have two CDs. The 20k CD will reach maturity on August 13, 2024 and the 45K CD will reach maturity on September 15, 2024.

Then, we have a Municipal Super Saver account - that we call the donation account. It's technically a money market account as well but it doesn't say that on the bank statement. This account previously had a balance over 21k, but we moved 20k to the CD stated above. Hacklander learned that it would benefit us to move the remaining balance of this account (\$1,643.68) into a municipal money market account instead. This type of account is designed for a balance of less than 20k and has a better rate (from .01 to .7%)

Hacklander made a motion to change the Farmers State Bank municipal supersaver account to a municipal money market account. Bailey seconded, motion carried.

Hacklander made a motion to move Premier donation account funds (\$6,675.12 at time of meeting) to new Farmers municipal money market account. D'Arcy seconded, motion carried.

Lastly, in terms of the LTC grant money account at Farmers State Bank - Hacklander was concerned that these funds were in a checking account that gains interest. As grant money that is subject to auditing, she suggested we play it safe and move the funds. The account has currently gained \$1.68 interest which we can ask the bank to withhold.

Bailey made a motion to change the account to a non-interest bearing account, D'Arcy seconded.

**Discuss and approve credit card limit adjustment:** Megan, the Village Clerk, secured the paperwork from Premier Community Bank to adjust the credit limit on the credit card (which is tied to the library's allocated budget).

Socha made a motion to increase the limit from \$1,000 to \$3,000. Bailey seconded, motion carried. The paperwork will list just Melissa Krause and Megan (Village Clerk) as cosigners of the account. The update also removes the former Village Clerk's name from the account.

**Discuss Library Board of Trustees 2024 terms:** Hacklander, as part of the Nomination sub-committee, shared that we have 3 Trustee terms coming up in 2024:

D'Arcy (Village Resident) and our two Waupaca County representatives, Bailey and herself.

Discussion took place on how we could technically extend a Trustee seat to a Winefox resident since  $\frac{1}{8}$  of our circulation generates from their constituents.

Hacklander made a motion to allow a one time term extension for Bailey, from 2024 to 2025, to avoid 3 potential Trustee turnovers. Peuse seconded, motion carried.

Hacklander will update the shared excel spreadsheet.

**Discuss and approve 2024 wages:** The Board revisited staff wages for 2024, looking closely at line items in the budget that could be adjusted to allow for more competitive pay.

D'Arcy updated that Megan needed the adjustments prior to the MLK holiday weekend to run the first payroll of 2024.

The Board decided to hold a Special Meeting next week. The meeting will be posted by Friday for Monday, January 8th at 10am.

**Public Input:** None.

**Next meeting:** February 5, 2024 at 4:30pm in the Village Hall.

**Adjournment:** Bailey made a motion to adjourn at 5:51 pm, Hacklander seconded. Motion carried.

Respectfully submitted,

Amanda D'Arcy