**MINUTES
NEUSCHAFER COMMUNITY LIBRARY BOARD**

**MAY 6, 2024**

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

Public: Bobbi Marks, Nancy Walker, and Judy McGowan.

**Absent:** None

The meeting was called to order by Bailey at 4:01 p.m.

**Approve previous meeting minutes**: Discussion took place around Treasurer’s Report fmam 3/26 meeting. Bailey tabled approval of minutes from March 26, 2024 to edit that no report was given due to Schmidt being absent and the meeting taking place prior to April statements being available.

**Director’s Report:**

**Libraries Transforming Communities (LTC) Grant Update:**

Krause has until May 31st to spend the remaining balance of the grant ($10,498.74) as of 5/3. So far she has purchased large print books, dementia dedicated books, magnifiers that accommodate macular degeneration, dementia activity kits, launchpad games, and 3 5G hotspots through TechSoup. Final reporting must be submitted by June 30th.

**Library/ Fremont Elementary Events:**

The first grade field trip was May 1st. There were 9 new library card holders signed up (everyone else already held a card - noticeable shift over the past few years).

**County Reappointments**

County seat reappointment request was placed for Jaleen and Martha. They will be approved at their next meeting on May 21st.

**2024 Library Road Trip**

The 2024 ‘Infosoup Library Road Trip’ will return for a second year and run from Memorial Day through Labor Day. When visiting one of the 49 participating libraries in OWLS and NFLS, patrons must check out an item, post a selfie on Facebook, attend a program or use a computer to get a stamp in their booklet. Every set of 10 stamps collected can be turned in to enter a prize drawing.

**May Programs**

May 6th - Memory Café

May 15th- Lunch and Learn Container Gardening with Outagamie Master Gardeners

May 20th - Tween Book Club

May 28th - Memory Café Facilitator Meeting

Circulation numbers/percentage changes - All numbers continue to grow, across the board!

* Month-to-date material circulation is up significantly from 1,062 to 1,464
* Total month circulation is up 1,303 to 2,0001
* Renewals are up from 241 to 537
* YEAR TO DATE Circulation is up from 5,759 to 7,585
* Audiobook usage is up from 90 to 139 from 2023.
* Ebooks up 135 to 188 from 2023.
* Magazines usage remained the same
* Public computer usage sessions increased by 30 sessions from 2023.

**Treasurer’s Report:** Schmidt reported on the following account balances

Premier Programs Account: $2,228.45

Farmers State Bank: $8,381.02

As of 4/30, the LTC grant account balance was $16,495 but Krause shared many purchases had been made since then (as stated in her Director’s Report).

Village President Bobbi Marks asked why we weren't reporting on our CD balances each month. Schmidt replied that they are typically reported on when they come to term.

Hacklander referred to the finance spreadsheet and shared the following about the two, 13 month CDs at Farmers State Bank: The 20k CD has a 4.75% interest and ends 8/13 and the 45k CD has a 4.9% interest rate and ends 9/15.

Krause shared she has no qualms with sharing this monthly. Bailey responded that the Finance Committee could meet to discuss the policy.

**Approval of bills and expenses:** Schmidt presented bills and expenses to the Board. Schmidt asked Krause why the $312.70 bill for Book Club at Hotel Fremont was charged to the credit card instead of written by check from the program's account. Krause responded that she forgot the check book at the office and used the credit card on hand since the book club is a library program and a budget line item.

D'Arcy made a motion to pay May's bills and expenses. Bailey seconded. Motion carried.

**Election of Officers**

The following officer nominations were made:

President: Martha Bailey

Vice President: Jaleen Hacklander

Treasurer: Lori Schmidt

Secretary: Amanda D'Arcy

Bailey made a motion to approve all nominations. Peuse seconded. Motion carried.

**Approve any Trustee changes to committees:**

Finance - Schmidt, Bailey, Hacklander

Nomination - Pending until February 2025

Personnel - D'Arcy, Hernández, Socha

Policy and By-laws- Peuse, D'Arcy, Bailey

Motion made by Bailey, seconded by Peuse. Motion carried.

**OWLS visit in July:** Krause shared that OWLS Director, Bradley Shipps will be attending our July 1st meeting. Requested that Trustees compile any questions for her to discuss.

**Schedule Personnel Meeting to update job descriptions and library needs:** Personnel meeting was scheduled for Thursday, 5/23 at 10am.

**Schedule Policy Meeting to establish or update policies affected by LTC Grant:** Meeting was scheduled for 5/13 from 2-3pm.

**Review Trustee Essentials 14: Open Meetings Law:** Trustees read the chapter aloud.

**Village President Bobbi Marks would like to discuss a subsidy to the Village:** Marks stated that an $1850 subsidy was included in the budget proposal. Bailey suggested that Socha bring Statute 43.58 to the next Village Board meeting outlining what expenditures are under Library Board control.

Note: The 2024 budget proposal (voted on and approved by the Library Board to be submitted to the Village for approval) had $0 listed as the subsidy amount.

**Friends of the Library Update:** Next meeting May 20th at 5:30

**Public Input:** Nancy Walker stated from her experience in Manawa, donations are considered library income and the library board has control over how money and donations are used.

**Next meeting:** June 3, 2024, at 4:00pm in the Village Hall

**Adjournment:** Bailey made a motion to adjourn, Peuse seconded. Motion carried.

Respectfully submitted,

Amanda D'Arcy