

MINUTES
NEUSCHAFER COMMUNITY LIBRARY BOARD
February 3, 2025

Present: Martha Bailey, Lori Schmidt, Rebecca Doyle, Amanda D’Arcy, Naomi Peuse, Adam Socha, Melissa Krause (Library Director).

Absent: Norma Hernandez

Public: Liz Gardipee and Judy McGowan

The meeting was called to order by Bailey at 4:00pm.

Approve previous meeting minutes:

Motion to approve January 14, 2025 Personnel Committee Minutes made by Peuse, seconded by Doyle. Motion carried.

Motion to approve minutes from NCLB Special Meeting on January 31, 2025 made by Peuse, seconded by Schmidt. Motion carried.

Motion to approve minutes from Joint Board Meeting on January 31, 2025 made by Socha, seconded by Doyle. Motion carried.

Review and approve any necessary changes to the minutes from October 1, 2024: With input from Friends, the minutes were amended. Motion to approve made by Socha, seconded by Peuse. Motion carried.

Approve Bills and Expenses: Schmidt reported that everything looked good for January. Reported that Krause and Schmidt are tracking the budget on a spreadsheet.

Bailey made a motion to approve bills and expenses, Socha seconded. Motion passed.

Director’s Report:

- DPI Annual reporting is now open and due on March 1st. Special meeting is scheduled for 2/24 at 4pm.
- The Steering Committee met on January 16, 2025.
 - Acquisition and relocation to satisfy the grant was discusses
 - Krause was willing to complete the paperwork again (already completed when Friends first purchased the land from Bonnie Lewin), but new Fair Market Value was needed to complete the process with the new parties.
 - Krause completed this on 1/31/25.

- Krause shared that the Village Board and Friends of the Neuschafer Library seemed to have reached an agreement on land. An offer was approved at the last Village Board meeting.
 - Krause was not involved in the attorney contract negotiations.
 - Post-meeting, Krause and Ben worked to align grant requirements with the land acquisition timeline. Significant time has been spent protecting the grant from risks, mostly due to shared information not being utilized properly. Despite this, Ben and Krause have been able to meet all required deadlines.
- The architects have expressed excitement and inspiration for the new facility.
- The final grant agreement was drafted and submitted to the Village for review. It was submitted last Wednesday. The VB approval of the grant in November extends to the final document. Ben shared that only one signature is needed which is helpful for the timeline.
 - Rebecca offered to email Ben to bring the Steering Committee together more frequently. Melissa suggested more in person or video communication. New London has given authority to certain committees for decision making.
 - D'Arcy suggested asking Ben to work with the Village to draft the resolution for the steering committee to do payouts.
- Krause also shared that summer reading events and scheduling has begun.
 - Lori asked how the library is staying a float. Krause mentioned needing to hire part-time but that staff has been flexible.

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

- Premier Programs Account
 - Activity: 7.64 check to Lynn for reimbursement and \$45 check to Cobblestone for Book Club.
 - 6 cents interest
 - Ending Balance \$3,668.09
- Farmers State Bank Accounts
 - Donation Account
 - No activity
 - Interest \$3.54
 - Ending balance was \$9,291.76

CD at Farmers State Bank: Schmidt shared the following balances

- \$21,037.13 - Reaches at March 13, 2025
- \$47,407.52 - Reaches maturity April 15, 2025

Schmidt suggested with the one CD reaching maturity next month, the Board considers opening a 7 month CD for 4.16% interest - maybe leave \$10,000 for accessibility?

She also shared that the Village audit is scheduled for February 10th - She and Melissa have everything organized, just need to gather a few receipts, and then will pass along to Megan, the Village Clerk.

Discuss patron correspondences: Krause shared a letter she received from a homeschool parent who coordinates an open gym time with the library, sharing an interaction she had with the Village Clerk.

As of now, Doyle reported (as a member of the homeschool group as well) that their gym time has been postponed but they plan to re-visit the schedule. Krause shared that she would like to reach out to the lead parent to ensure that the group feels welcome to use the space, as it is part of a library program.

Complete Director's evaluation: Brief notes from the Trustees

- Martha shared her appreciation for the time and work Krause has committed to the library, highlighting the multiple grants share has secured since she was hired.
- Rebecca shared that she appreciated the kindness toward the homeschool group from the director and staff. The library feels like a second home.
- Naomi shared that she is tremendously impressed by Krause's performance.
- Amanda - Apologized to Krause that the board hasn't prioritized these evaluations, and she deserved the praise sooner. Thanked her for making the library a true cornerstone of the community.
- Lori shared that she's been able to see the library more since volunteering, which she is enjoying volunteering and finding it to be a very good environment.

Did not motion to go into closed session - Martha shared that she was able to connect with an attorney - Mr. Macy. He requested our policies and by laws and will review them along with the outstanding questions that Naomi and Martha had following their closed session with the Village Board on 1/27/25.

- Martha mentioned that they would be willing to come meet with us in person.
- Socha asked if Martha could clarify if initial contact is something they charge for. Martha noted that the contract states that there is no charge for travel time but will check with Patrick Leigl, the main contact

Friends of the Library Update: Liz Gardipee shared that their next full membership meeting is scheduled for Monday, Feb 17th at 5:30 at Hotel Fremont. Martha asked if there was any way to post that on the Friends' Facebook page.

Upcoming meeting: A Special Board meeting is still scheduled for February 24th at 4pm to approve the DPI annual report before the March 1st deadline.

Next regular monthly meeting is scheduled for Monday, March 3rd at 4pm in the Village Hall.

Socha made a motion to adjourn, seconded by Doyle at 5:17pm.

Respectfully submitted by Amanda D'Arcy