

MINUTES
NEUSCHAFER COMMUNITY LIBRARY BOARD
March 3, 2025

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

Absent: Norma Hernandez and Naomi Peuse

Public: Teresa Fernandez for Friends of the Library

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

Approve previous meeting minutes:

Motion to approve minutes from NCLB Special Meeting on February 7, 2025 made by Doyle, seconded by Bailey. Motion carried.

Motion to approve minutes from NCLB Special Meeting on February 26, 2025 made by Socha, seconded by Bailey. Motion carried.

Approve Bills and Expenses: Schmidt reviewed all the bills. She also reported that we are recording bills in our own spreadsheet this year.

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

Director's Report:

- Library account materials submitted for the annual Village audit which took place on 2/10/25.
- Department of Public Instruction (DPI) annual report was signed and submitted on 2/28/25
- DPI is seeking letters from libraries, if willing, to highlight the impact grants have on the work libraries provide for their communities
 - Letters are to be included in a meeting with members from the Senate and House of Representatives this week.
 - DPI may also reach out before the Wisconsin Association of Public Libraries (WAPL) spring conference - they are presenting specifically on FFP grant
- Krause attended Career Week at St. John's to talk about libraries and information science
 - Krause really enjoyed the thank you cards she received from the students!
- Play Make Learn Annual Conference - August 21st and August 22, 2025 in Madison - Krause really enjoyed this conference last year and plans to attend again to collaborate with other professionals, teachers and researchers.

- Summer Reading Program: Color Our World - a focus on art and creativity.
 - Krause has already booked an event for June 15th at 5pm - Bubble Wonders - which leads into Fremont River Days and is before the Wednesday Webfooters show! The \$400 performance fee is covered by the OWLs programming grant.
- New Library and Community Center Update
 - The final agreement was signed on 2/27/25
 - Waiting for the state to send back their signed copy to fully execute grant
 - We are on track for non-negotiable July 1st construction start - no leeway
 - Procurement policy gray area for grant
 - The policy that was approved in December states that budgeted purchases under \$5000 need approval from designee or Department head, \$5000-24,999 needs agent approval, and over \$25,000 needs Village Board approval.
 - Unbudgeted purchases up to \$1000 need agent approval and over \$1000 need Village Board approval.
 - As a grant with its own allocated budget, do services that need to be completed prior to construction fall under budgeted or unbudgeted?
 - Ben has reached out to Megan to be placed on the Village's agenda to discuss the options. Socha shared that the most recent draft that he saw did not include Ben. Krause will ask Ben to follow up with Megan to ensure this is an agenda item.
 - The following to do list items were discussed at the last steering committee meeting and would all be covered by the grant but a clear policy needs to be approved:
 - McMahon - Title Search - \$600
 - Intertek PSI - Geotechnical Exploration and Evaluation - \$3,400
 - Well bids will be needed soon
 - Will need to approve proposal for new easement description
 - Schmidt asked if Bonnie's wishes were being honored

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

- Premier Programs Account
 - Activity: one \$45 check to Cobblestone for Book Club.
 - 6 cents interest
 - Ending Balance \$3,623.15
- Farmers State Bank Accounts
 - Donation Account
 - No activity
 - Interest \$2.85
 - Ending balance was \$9,294.61

CD at Farmers State Bank: Schmidt shared the following balances

- \$21,037.13 - Reaches maturity at March 13, 2025

- \$47,407.52 - Reaches maturity April 15,2025

Schmidt shared that there is an option of renewing the one 7 month CD for 4.2% interest (that expires on 3/13/25)

- Question on if we would need more access to funds, especially for legal fees.
- Discussion to renew the CD and wait until the next CD comes up on 4/15/25.
- Motion by Doyle, seconded by Socha to renew the CD for 4.2% interest. Motion passed.

Nominating Committee - Review expiring library board terms

- D'Arcy shared file with Rebecca and will share with Norma
- Need to update a few terms on the spreadsheet

Review NCLB strategic plan and prepare the development of a new one

- Krause shared the JLG design, based on the strategic plan data
- Solar study - studied for this region, banked at the ideal position to secure the most energy
- Outdoor space was included, along with potential for fenced in space for children's play area in the back
- Bailey requested that all Trustees review the strategic plan on the library website

Discuss establishing more thorough communication processes and channels

- NCLB involved but as a joint project, the intention of the Steering Committee was to be able to take the burden off the Village
- Feedback from Steering Committee
 - Having stakeholders in one room is a benefit and good to be able to check in on accountability items
 - Gray area with decision making and authority - Ben is on the agenda for next week to propose resolution for Village timeline
 - Need to improve the process so decisions can be expedited
 - Teresa highlighted that there will potentially be repercussions to not getting things done - tight timeline or paying people on time
- Socha said he will share with the Village Board that grant questions should be directed to Ben; Melissa continues to receive direct emails with questions from the Village Attorney.

Schedule Personnel and Policy Committee - Martha, Norma, Amanda.

- Martha available Monday, Wed, Thursday

Discuss and act on legal counsel updates

- Bailey waiting on statements - Macy shared that billing closes at end of each month, comes in mid March
- Bailey attorney to not initiate any other conversations without permission to be fiscally responsible with legal fees. Bailey requested board members send her any questions that she can compile to the lawyer

- Bailey received an email (on 2/14) saying “Lengthy talk with Friends of the Library attorney” but Teresa doesn’t recall Amy sharing this with the Friends.

Friends of the Library Update: Teresa shared that the lease with Bonnie is the last piece of paperwork that needs to be wrapped up

- Krause requested a proposal on lease from McMahon for Friends

Public Comment: No additional public comment

Upcoming meeting: Thursday, April 3rd at 4pm in Village Hall

D’Arcy made a motion to adjourn, seconded by Bailey at 5:22pm.

Respectfully submitted by Amanda D’Arcy