

MINUTES
NEUSCHAFER COMMUNITY LIBRARY BOARD
April 3, 2025

Present: Martha Bailey, Lori Schmidt, Rebecca Doyle (via phone), Amanda D'Arcy, Naomi Peuse, Melissa Krause (Library Director), Norma Hernandez

Absent: Adam Socha

Public: None

The meeting was called to order by Bailey at 4:05

Approve previous meeting minutes: Motion to approve minutes from NCLB Board Meeting on March 3, 2025 made by Peuse, seconded by Bailey. Motion carried.

Director's Report:

- Final contract was signed by the state - executed on March 3, 2025
- Design reveal on March 27 with Ashlee Prochnow, Principal Architect McMahon
 - Estimate 45-55 attendees
- Second quarterly report for FFP grant is due on Monday, April 7th - MSA will submit
 - Grant agreement deliverables - community engagement plan progress/ activities
 - Village President must sign new sustainability report - due Monday, April 7th
 - Do we add costs for potential garbage and recycling?
 - Residential is \$209/year
 - 2 yard dumpster \$45g/\$37r month - will impact site plan
 - Solar study - Faith Technology is working on a Solar Report based on the roof that was selected
 - Cannot do both solar design and construction, per the grant
 - James Imaging Systems - card/cash printer/copier \$188.73/63 month Lease
 - Krause will call Xerox to see if those features can be installed on the printer we already have
- Demco Furniture meeting on March 24th
 - BSI used Demco for some of the previous renovations.
 - They do design services for free - will follow up when all our current furniture is input into the current design
- McMahon Audio/Visual meeting on April 1st with OWLs rep, Brian.
 - Basic outfitting options versus bells and whistles options (donation/naming opportunities)
 - Partition for private events after hours - main library wouldn't be accessible but bathrooms and main door will be. Potential key fob to renters?
 - Evaluation teen space and privacy options

- March Circulation - Month to date is tracking above last year but year to date is slightly down.

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 \$3,578.21
- Farmers State Bank Accounts
 - Donation Account
 - No activity
 - Interest \$3.16
 - Ending balance was \$9,297.77

CD at Farmers State Bank: Schmidt shared the following balances

- \$21,641.96 - Reached maturity on March 13, 2025. \$600 interest. Renewed for a 7 month CD.
- \$47,407.52 - Reaches maturity April 15, 2025

Schmidt shared that there is an option of renewing the one 7 month CD for 4.1% interest

- Schmidt made a motion to renew the original \$45,000 amount into a 7 month CD at 4.1% and place the \$2,407.52 into the donation checking account, seconded by Peuse. Motion passed.

Approve Bills and Expenses

- Schmidt reviewed all the bills - including the lawyer bill. Bailey will make sure we can submit a check
- 26,356.50 OWLs check received - Schmidt will deposit it with the Village
- Bailey made a motion to approve February bills and expenses, Peuse seconded. Motion passed.

Review and recommend library trustee seats for appointments - Norma and Naomi are up for reappointment (nominated in 2022) and are both willing to commit to a second term.

- Peuse will request a letter from Tubbs, WFSD Superintendent, to be sent to the Village to request Naomi be the representative for school district
- Krause will submit names for upcoming Village meeting next Tuesday

Confirm date and topic for OWLs visit

- Krause asked for suggestions on topics - budget management topics were suggested.
- Preference for June 2nd.

Discuss and act on library trustee commitment for meetings

- Reviewed upcoming Village meeting dates and encouraged Trustees to attend

Discuss and act on student library board representative

- Article in the WF news about the library - do we want to include one? More?
- Ideas on who to include and how to include them
- Krause has a System Director Meeting next week to get input from other libraries who already include student reps
- Collecting more info but tabling action item

Friends of the Library

- Discuss Memorandum of Understanding (MOU)
 - This is in response to the fine print of the deed restrictions, to ensure there is a default party in the event that Friends absolves decades from now.
 - Bailey made a suggestion to make an edit to the end. Will review further.

Review and discuss Trustee Essential #11: Planning for the Library's Future

- Timing seems fitting because we are coming on three years since previous
- Question on if we should do it before the new space is complete or after
- Trustees will review independently
- Review the 2022 strategic plan and see what goals we have completed in May's meeting

Public Comment: No additional public comment

Next meeting: Monday, May 5th at 4pm in Village Hall

Bailey made a motion to adjourn, seconded by Peuse at 5:36pm

Respectfully submitted by Amanda D'Arcy