

MINUTES
NEUSCHAFER COMMUNITY LIBRARY BOARD
May 5, 2025

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

Absent: None

Public: None

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

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

Motion to approve Finance Committee meeting on April 23, 2025 made by Bailey, seconded by Schmidt. Motion carried.

Motion to approve Personnel and Policy Committee meeting on April 29, 2025 made by Bailey, seconded by D'Arcy. Motion carried.

Director's Report:

- Next month, Bradley or Kristen from OWLs will attend our board meeting.
- Krause spoke with other directors about student representatives on their Board.
 - Some are voting members and some are advisory.
 - Our policy does not currently state an age minimum.
 - Still need more time to flush out what this will look for, but hopefully by the beginning of the next school year.
 - Policy and Personnel Committee will meet to work out details
 - Currently high school student council advisor selects WFSD board student representative
- Summer Reading - \$600 in OWLS funds are still available for presentations
- Lunch and Learn was well attended - about 20 attendees for Nordic viking instruments presentation
- Mrs. Peuse brought 18 Fremont first graders to the library on a walking field trip to register for library cards. They each checked out one book!
- Homeschool Art Show - 39 pre-registered students but 42 students displayed in the gym! This was the first time hosting in the gym, but they are planning on another one in the fall.
- May 14th at noon - Art Rathjen, former Economic Development
 - Will be speaking on developing a capital campaign - his experience will be very helpful in terms of the new library project.
- Bonus Book Club by popular demand - Show and Tell style!

FLEXIBLE FACILITIES PROGRAM

- Waupaca County Post covered the library reveal
- “Coming soon” sign was put up thanks to volunteers! Thank you to Mark Madison and Lloyd Mathison!!
- April 17th and May 1st - Steering Committee Meeting met
 - Discussed groundbreaking ceremony - date TBD
 - Art suggested a, “Bring your own shovel” event to honor farming community
 - Skippy suggested planning it around when the construction contract is signed which would be in June
 - Sustainability Plan (non-binding) - Krause meeting with Village President on Wednesday. Scott wants to walk through the building project plans collaboratively.
 - Historic easements that are not tied to deeds - trying to determine next steps on that

OTHER UPDATES

- Scott wants to get back to committee reports at Village Board meetings each month. Mary Ann is our new liaison and plans to share the value the library has to our community
- Our by-laws currently state that our board meeting - 1st or 2nd Monday of each month
 - Krause recommended we look at our by-laws
- Bill pay process - sliding under the door as requested. If there is preference for change, hoping a suggestion will be relayed
- Krause won a scholarship to attend the Special Library Association (SLA) Convention in Pittsburgh.
- Krause made a special request for a letter of recommendation about competencies for her masters program

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

- Premier Programs Account
 - Activity: \$32.34 deposit, \$100 Lunch and Learn, \$45 check to Cobblestone for Book Club, \$30.71 to Pat Hull for supplies reimbursement.
 - Ending Balance \$3,434.90
- Farmers State Bank Accounts
 - Donation Account
 - Activity: \$2,407.52 deposit from CD withdrawal
 - Interest \$3.32
 - Check for \$4,781.50 to lawyer
 - Ending balance was \$6,927.11

CD at Farmers State Bank: Schmidt shared the following balances

1. \$21,641.96 - Reached maturity on March 13, 2025. Renewed for a 7 month CD.

2. \$47,407.52 - Reached maturity April 15, 2025.
 - Withdrew \$2,407.52 before renewing, \$1321.70 interest was accrued
 - Balance of \$46,321.70 in new 7 month CD at 4.1%

Approve Bills and Expenses

- Schmidt reviewed all the bills - all good!
- Second OWLs check received - \$27, 541.00
 - Schmidt will hand deliver to the clerk tomorrow.
- D'Arcy made a motion to approve February bills and expenses, Doyle seconded. Motion passed.

Finance Committee

- Met to review YTD budget - things to be sitting well to stay on target for the year.
 - Anticipate wages will increase over the summer but the Finance Committee anticipates we will still be on track to stay within budget.

Review Library Director description

- Reviewed description but will table for Personnel Committee. P&P will also meet again to review other tabled agenda items from 4/29.

Nominate Committees

A. Election of Library Board Officers

- a. Schmidt nominated Bailey for President, D'Arcy seconded. Motion carried.
- b. Doyle nominated Peuse for Vice President, Bailey seconded. Motion carried
- c. Peuse nominated Schmidt for Treasurer, Oehlke seconded. Motion carried.
- d. Peuse nominated D'Arcy for Secretary, Hernandez seconded. Motion carried.

B. Committee Nominations - No changes

New Trustee Orientation

- Bailey reviewed Trustee Essentials Handbook.
- Krause shared overview information with new Trustee, Village liason, Mary Ann.

Friends of the Library: No

Public Comment: No additional public comment

Next meeting: Monday, June 2nd at 4pm in Village Hall

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

Respectfully submitted by Amanda D'Arcy