

MEETING MINUTES
NEUSCHAFER COMMUNITY LIBRARY BOARD
June 2, 2025

Present: Martha Bailey, Lori Schmidt, Rebecca Doyle, Amanda D’Arcy, Naomi Peuse, Norma Hernandez, Mary Ann Oehlke, Melissa Krause (Library Director), Bradley Shipps (OWLS)

Absent: None

Public: None

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

Approve previous meeting minutes: Motion to approve consent agenda, as presented made by Bailey, seconded by D’Arcy. Motion carried.

Motion to approve minutes from NCLB Board Meeting on May 5, 2025 made by Peuse, seconded by Doyle. Motion carried.

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

- Premier Programs Account
 - Three checks - Hotel Fremont check for Book Club for \$58.02, \$164.41 for after school snacks, and a check for \$145.66 for Wisconsin historical books
 - 5 cents interest
 - Ending balance \$3,066.86
- Farmers State Bank Accounts
 - Donation Account
 - No activity
 - Interest \$2.28
 - Ending balance was \$6,929.39

CDs 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. \$46,321.70 in new 7 month CD at 4.1% - Reached maturity April 15, 2025.

Approve Bills and Expenses

- Schmidt reviewed all the bills - all good!
- Received \$1,000 check from Town of Bloomfield
 - Will be deposited in Farmers State Bank donation account
- D’Arcy made a motion to approve May bills and expenses, Doyle seconded. Motion passed.

Committee Reports

- Finance Committee will meet again in July - aiming for quarterly meetings
- Policy and Personnel will schedule a meeting for June to continue working on job descriptions

Director's Report

a. New library progress updates

- i. Steering Committee - Met to discuss groundbreaking
- ii. Oehlke reported that Nicki Scott told her the closing of the property will take place this week.

b. Summer library operations

- i. Krause has two events booked
- ii. BINGO cards are just about ready

c. Krause declined SLA scholarship in an effort to stay focused on capital project

Friends of the Library

- a. **Capital Campaign Committee** - The Friends will be using the information shared by Art at his Lunch and Learn presentation, to form a committee of folks interested in large donor fundraising.

Library Trustee Continuing Education with Bradley Shipps, OWLs Director

- a. Facility sustainability planning: Shipps reviewed budgeting best practices.
- b. Reserve funds - once funds are allocated to the library, they must remain with the library. Interpretation of law asked WI attorney general opinion (2006)
"Inasmuch as once appropriated by a city or other governmental body for a library board these monies are exclusively within the control of the control..."
-The question is who controls how the money is spent. Referenced Trustee Essential Chapter 2: Village Board approves budget and does not need to approve expenditures from rollover funds.
- c. "Rollover funds" handout was reviewed.
- d. Operating vs. capital costs - be careful with what is routine maintenance and what is a capital cost is.
 - i. Trustee Essentials has a definition of capital funds
- e. The Library Board and Capital Planning - NCLB should be involved in capital planning with the Village. Should be reviewed every 5 years.
 - i. Recommends that we record the year for every major depreciating thing including service replacements
 - ii. Requests should be presented to the Village - the bigger the project the more time. Rainy days are going to come whether you're ready or not!
- f. Memorandum of understanding - Draft with the Village prior to opening the building so there is clarity of who is responsible for what. Can always come back to amend the memorandum, too. Things to consider in this include:
 - i. Utilities

- ii. Garbage
 - iii. Printing services
 - iv. Snow plowing
- g. Chapter 9 in TE - Managing the Library's Money
 - i. Gifts and donations stay in library checking account
 - ii. Fines, fees, grants are separate
- h. Chapter 24 in TE - Library Friends and Library Foundations
 - i. Increased Friends funding does not mean less municipal obligation
 - ii. Donations do not offset tax dollars.
- i. Other notes:
 - i. Maintenance of Effort was eliminated in 2011 that required municipalities to maintain a minimum.
 - ii. Library = same governance, different Board. Exist separately to protect from politics/censorship.
 - iii. Adjacent county funding from - Waushara and Winnebago County (municipalities without home libraries) comes through OWLS and the check goes directly to the Village to cover expenditures
 - iv. A library is a service provided to the community... not a revenue stream. The role of the Village Board, as the creator of the library, is to provide services to residents - Should be a source of civic pride!

Public Comment: None.

Next meeting: Monday, July 7th at 4pm in Village Hall

Peuse made a motion to adjourn, seconded by D'Arcy at 5:33pm.

Respectfully submitted by Amanda D'Arcy