

MEETING MINUTES  
NEUSCHAFER COMMUNITY LIBRARY BOARD  
August 4, 2025

**Present:** Rebecca Doyle, Amanda D'Arcy, Naomi Peuse, Norma Hernandez, Melissa Krause  
(Library Director)

**Absent:** Lori Schmidt, Martha Bailey, Mary Ann Oehlke

**Public:** None

The meeting was called to order by Peuse at 4:07pm.

**Consent agenda:** Approved as presented

**Approve previous meeting minutes:** Motion to approve minutes from June 2nd made by Doyle, second by Hernandez. Motion carried.

Motion to approve minutes from Finance Committee meeting from July 24, 2025 made by D'Arcy, seconded by Peuse.

**Committee Reports:**

- Finance: Discuss and act on budget recommendations
  - D'Arcy motioned to table budget approval until the September meeting (waiting on some information), seconded by Doyle.
- Personnel & Policy: D'Arcy will schedule a meeting for preliminary staff budget discussion and working on Director's job discussion when Martha is back from vacation.

**Treasurer's Report:** Schmidt reported on the following accounts and sent to Krause to share:

- Premier Programs Account
    - 5 cents interest
    - Ending balance \$3,085.94
  - Farmers State Bank Accounts
    - Donation Account
      - Interest \$2.69
      - Ending balance was \$7,934.74
- > CDs at Farmers State Bank
1. \$21,641.96 - Reached maturity on March 13, 2025. Renewed for a 7 month CD. 4.0%
  2. \$46,321.70 in new 7 month CD at 4.0% - Reached maturity April 15, 2025.

**Approve Bills and Expenses**

- Krause presented the bills (upon Schmidt's absence) and stated all bills from July were automatic payments and were paid accordingly.

- D'Arcy made a motion to approve August's bills and expenses (pending Premier credit card statement), Peuse seconded. Motion passed.

### **Director's Report:**

- **Summer Reading:** Began June 16
  - As of 8/1, 126 individuals signed up - 76 children, 15 teen, 36 adults.
    - Bingo board prizes will be raffled this week
    - Many of already selected their free "blackout" book
  - OWLS Programming Grant still available – \$600 Must be spent by Nov.
- **Construction Updates:**
  - Quotes were received from four firms for the abandonment of the existing well and construction of a new potable water well for the library – \$40,000 was budgeted
    - o The steering committee agreed to go with a deep well option to avoid ongoing sulfur treatment costs. Wells by Welch were selected.
  - The first grant disbursement for professional services rendered was approved for \$57,223.13, the next request is for \$192,378.59
  - Minor changes were required to the facility design to gain approval from the state for the Conditional Use permit
    1. Need to add a sidewalk between the back egress door and the patio to create an accessible path to the public way
    2. Modified a telehealth desk to be shown as a 48" wide instead of 60" wide for better accessibility.
    3. The bubbler is ADA height but space restricts adding one at a taller height for those with bad backs. Small cup dispenser will have to be put in.
    4. Staff room had a microwave mounted by the cabinets. It will need to move lower to the countertop for accessibility – approval letter was received on 7/17/25
  - Due to Ben's dual roles as grant administrator and project manager, the Village must formally address any potential conflict of interest to comply with funding requirements (as per the DOA).
    - o Note: He was recommended by another FFP awardee and initially brought on to assist with grant administration. As time became more critical, I sought support for tasks beyond the grant admin role to help me carry essential responsibilities that could not be managed alone.

### **Important Dates:**

- o Steering Committee Meeting – Aug 7, 2 pm, bi-weekly
- o Milbach Construction Progress Meeting – Aug 12, 2 pm, bi-weekly
- o Make Play Learn Conference Aug 20-22
- o Labor Day, Sept. 1, Library Closed
- o WF Schoolyear begins, Sept. 2, grad school (me), Sept. 2, Lawrence (Sonya), Sept. 15
- o Local Five Live – Oct 7, discussing books and building project Fremont

**July Circulation**

Year	MTD Circulation	Renewals	Total Month Circ	YTD Circulation
2025	1,474	418	1,892	11,740
2024	1,829	435	2,264	13,920

Year	eBooks	Audiobooks	Magazines	Public Computer Use
2025	137	123	12	43 sessions/ 65 avg min
2024	123	127	9	61 sessions/ 51 avg min

**Approve and sign OWLS membership agreement** - Peuse made a motion to sign the membership agreement, Doyle seconded. All in favor. Peuse signed the agreement in place of Bailey, who was not in attendance.

**Act on participation in WiLS Strategic Planning Cohort and possible community survey**

- Peuse asked if we have room in the budget for the cohort fee. Potential for ½ reimbursements from OWLs to participate
  - \$1,995 fee and additional fee for survey administration and data
- Krause expressed that it would be deeply beneficial to redo it 5 years later. Helpful to have WILS available to support the process and synthesize the results.
- D'Arcy emphasized that we need community stakeholders
- Peuse highlighted that everything we have done has been a result of community input - has been a great investment.

>> Peuse made a motion to participate in the cohort, seconded by D'Arcy. Motion carried.

**Friends of the Library updates:** Krause shared that they did not meet this month. The Memorandum of Understanding will be reviewed at their last meeting.

**Public Comment:** None.

**Next meeting:** Monday, September 8th at 4pm in Village Hall.

Peuse made a motion to adjourn, seconded by D'Arcy at 5:19pm.

Respectfully submitted by Amanda D'Arcy