Neuschafer Community Library Board of Trustees Meeting

Monday, August 3, 2026, at 4 p.m.

Fremont Town Hall -- E7403 WI-110, Fremont, WI 54940

Meeting Minutes: Neuschafer Community Library Board

August 3rd, 2026

Present: Mary Ann Oehlke, Norma Hernandez, Izzy Killeen, Amanda D'arcy, Melissa Krause (Library Director), Stacey Wester

Absent: Rebecca Doyle, Martha Bailey

Public: None

Meeting was called to order by D'arcy at 4:04

Approve previous meeting minutes:

- Motion from Wester to approve minutes from July 7, 2026, monthly and finance meeting minutes, seconded by Hernandez. Motion passed.

Public Comment: None

Treasurers Report:

- Premier Bank-Library Program Account
  - Interest: $0.11
  - Balance: $6,522.98
  - Deposit: $227.64 ($19 City of Marion, $198.64 Demco, $10 Library Fee)
  - Check: -$100 Attic Trunk Show

    -$19.76 check order
- Farmer's State Bank-Library Donation Account
  - Interest: $8.66
  - Balance: $34,015.09
- Farmer's State Bank CDs:
  - $48,473.69
- D'arcy motioned to approve the second Treasurer's Report that was sent with the proper edits, Wester seconded. Motion passed.

Director's Report:

- Monthly operations: wrapped up summer reading~~, and~~ pulled as well as contacted names for prizes, 94 individuals participated in the program (age ranges Adult-PreK). Given the time the library has been closed and new operating hours, this has been a great turnout.
- New library construction update: WE Energies has been on site, so there has been progress. With tornado efforts in full effect there was some delay to be expected. Oehlke notes the inside is coming along very well.

    - Staff have been working on cataloging and Krause has been working on new material purchases and figuring out delivery structure due to occupancy date.
- Krause adds that additional bills and documentation referring to purchases through OWLS for additional public computers, updating research computers as well as staff computers, and securing high speed internet points to ensure innovation and updating for our rural demographic. This was budgeted for and purchased appropriately.
- Systems will be migrating; emails have been sent out. Instead of the original August 17th, 2026, date it is being moved to Tuesday, September 22, 2026. WiLS reached out for discussion on beginning work for a developing strategic planning and survey deemed for early spring of 2027.

Committee Reports:

- Finance Committee Report: Tabled until next meeting due to certain members not being present.
- Personnel & Policy Committee Report:
    - Review of library policy changes is also being postponed for further review.
    - Review and act on library bylaw changes: An edit was made to mirror state statute bylaws. Wester made a motion to approve edit, Oehlke seconded it.

Old Business:

- Members signed off for bills.
- Check waiting on Premier, check received from OWLS (Waupaca County reimbursement) for $33,725.50.
- Discussed flood mitigation invoice from ServiceMaster of $8,020.90. Krause adds that the late Fees are still rolling due to discrepancy in time of work and reliability of their machines with what is billed. Plan of action is to speak to the original project manager who sold the service to figure out a means to settle or compromise on.
- Debating and discussing who will pay the Servicemaster invoice, mentions of possible FEMA intervention, Village, and Library split.
- Oehlke concludes that accurate information on the invoice from Servicemaster of hours worked needs to be settled, and when the invoice is corrected, who will be paying it.

New Business:

- Jack's Maintenance bill was discussed and concluded that Village Board members will take-over that invoice.
- Memorandum of Understanding (MOU) for the new library facility has been looked at and in progress with revisions. A new employee handbook is in the works and policies will be looked over to merge some formatting and consistency with the village. Maintenance will also be revised to conclude what is all in order for cleaning and maintaining.

Friends of the Library report:

- Oehlke mentioned the Grand Opening Committee discussed opening favors and timeline on when those need to go into production. Signs have been posted.

Announcements/Upcoming events:

a. Next NCLB meeting: Sept 2nd, 2026 @ 5 p.m.

b. Next Finance Committee, August 4 @ 9 a.m. at Neuschafer Community Library

D'arcy motioned to adjourn meeting 5:11, all in favor. Motion Passed.

Submitted,

Izzy Killeen

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