

MINUTES

Neuschafer Community Library Board Special Meeting April 21, 2021, 10am

Present: Judy McGowan, Bobbi Marks, Amanda D’Arcy, John Ohlson, Carolyn Schmidt, Natalie Snyder (Library Director), Melissa Krause (incoming Library Director)

Also present: Louise Thauer, Friends of the Library

McGowan called the meeting to order at 10:04 am.

ACTION ITEMS

Discuss and approve a plan for Natalie/Melissa transition:

Schmidt made a motion to change Melissa Krause start date from April 26, 2021, to April 21, 2021. D’Arcy seconded. Motion carried.

Ohlson made a motion to approve Temporary Project Manager position and title for Natalie Snyder, beginning April 21, 2021. Marks seconded. Motion carried. Snyder will remain on staff during transition, part time, at current wage, to assist in director training, renovation, and library materials transition, following completion.

Discuss and approve library hours for May:

Snyder led discussion relative to open library hours for May, and the upcoming challenge of allowing patrons to browse during renovations, while temporarily being housed in the gym. Schmidt made a motion to operate curbside only, from Thursday April 22- May 3rd to allow for the materials transition and setup into the gym. Marks seconded. Motion carried. Curbside option will be revisited at May 3rd library board meeting for remainder of renovation period.

Discuss and approve staffing pan for May:

Snyder presented a tentative staffing schedule for May. Marks made a motion to approve the May tentative schedule for staff, D’Arcy seconded. Motion carried.

Approve surplus auction bids:

Discussion surrounding removal of base cabinets and upper shelving units, and the potential to damage the items upon removing. Marks suggested talking with her contact (Bruce) next week about removal, to see if he can carefully remove the items.

Marks made a motion to approve bids presented by Snyder and allow removal of said designated items per auction. D’Arcy seconded. Motion carried. Ohlson abstained. Village of Fremont will retain the adjustable table and circulation desk.

Other items:

Discussion about purchasing a server rack with fan for upgraded electrical pod. Ohlson suggested contact with several businesses for unit recommendations. Rack has to be elevated with a lock, per OWLS.

Ken Sasse has been asked to finish painting library walls once cabinets and shelving are removed.

Motion to adjourn by Ohlson at 10:33am, seconded by D’Arcy. Motion carried.

Next meeting: May 3rd, 4pm, Council Room