

## MINUTES

### NEUSCHAFER COMMUNITY LIBRARY BOARD SPECIAL MEETING: March 18, 2021

Present from Board: Amanda D'Arcy, Judy McGowan, Carolyn Schmidt, John Ohlson, Jaleen Hacklander (incoming board member, May 2021)

Absent from Library Board: Bobbi Marks

Also present: Natalie Snyder, Library Director; Liz Kauth, OWLS rep

The meeting was called to order at 4:01pm by McGowan.

#### **ACTION ITEMS:**

**Resignation of Natalie Snyder, Library Director:** A motion was made by Schmidt and second by D'Arcy to accept the resignation of Snyder, Library Director, last day of service to be April 30, 2021. Motion carried. McGowan will forward necessary confirmation email to Village of Fremont noting this acceptance.

**Personnel Committee update and presentation:** The plan was presented in hard copy form and also electronically. Schmidt made a motion to accept the proposed details (Director's Duties, Job Description, posting plan) for the incoming Library Director position availability. Second by McGowan. Motion carried.

Posting plan for the position as follows, effective immediately until filled:

Snyder: NCLB website, facebook page, OWLS, Indeed.com, Waupaca Post

McGowan: Village of Fremont site (if possible)

Schmidt: Post Crescent

**Exit Interviews:** Discussion about who should conduct informal exit interviews of departing staff. Motion made by McGowan to elect D'Arcy to conduct interviews. Second by Ohlson. Motion carried. Sample questions provided but not necessarily all-inclusive. D'Arcy will provide conversation notes following the calls.

**Appoint interview team for incoming director:** McGowan suggested the team should include all library board members including incoming (May) members Jaleen Hacklander and Martha Bailey. Suggestion was made to have a Friends of the Library member also participate. Kauth will confirm that a FOL member is welcomed into the process. Motion was made by McGowan to have Schmidt continue as chair of the process, second by Ohlson. Motion carried.

**April NCLB staffing:** Plan provided by Snyder was reviewed. Snyder added that Tuesday/Thursday traffic is still slow since reopening for browsing. Motion by Ohlson to approve the April staffing calendar, to include going curbside only, on Tuesdays and Thursdays through April. Second by McGowan. Motion carried. The adopted plan allows for no additional or replacement hires at this time.

**Discuss and approve Surplus Material Sealed Bid Auction:** Snyder is receiving multiple calls about items the library will be removing, and no longer using, post-remodel, and wants a fair way of handling these requests for all. Suggestion was made to consider a silent auction as well. Motion made by McGowan to allow Snyder to handle the removal of materials in the way that works best for her, second by D'Arcy. Motion carried. Ohlson abstained from vote.

Suggestion also made to post the availability of the items in multiple locations including the library facebook page, website, bulletin board, and Waupaca Post.

**Discuss and approve electrical work plan:** Snyder asked for clarification on number of bids the library board and other vested parties would like to see for project. The tight timeline that the electrician will have to work within may limit bids and companies. Ohlson made a motion to attempt to obtain three bids by March 30<sup>th</sup> for the electrical work, noting the ability to complete the project under the tight timeline. Second by D'Arcy. Motion carried.

**Additional:**

A suggestion was made to create a temporary part time position for overseeing the remodel during its process. Funding source for the stipend position would need to be discussed. This suggestion would be further discussed at the next board meeting on April 5th.

A suggestion was made to use marketing outlets to encourage library members to check out their materials toward the middle to end of April, for a month, in case the library would need to close completely for a period of time during remodel, making material checkout impossible.

Removal and temporary housing for current library materials was discussed, along with the possibility of remaining open for certain services. Permission needs to be obtained from the Village to allow the library complete takeover of the gym, closing it to other activity during the projected month-long remodel timeframe. McGowan will contact Village board president for discussion and approval.

**Adjournment:**

Motion was made by Schmidt to adjourn at 4:50pm. McGowan second. Motion carried.

Respectfully submitted,  
Carolyn Schmidt (Acting Secretary)