

**MINUTES**  
**NEUSCHAFER COMMUNITY LIBRARY BOARD**  
**August 2, 2021**

**Present:** Judy McGowan, Martha Bailey, Jaleen Hacklander, John Ohlson, Carolyn Schmidt, Bobbi Marks, Amanda D’Arcy, Melissa Krause (Library Director)

Also present: Louise Thauer, President, Friends of the Library

The meeting was called to order at 4:02pm by McGowan.

**Director’s Report:**

1. Krause shared numbers from various events over the past month. In addition, Family Yoga with Sheer Blue Wellness brought in 44 patrons to the event.
2. Six successful story time activities were held, splitting the large group of registered kids into two days proved to be a good move and allowed for more interaction.
3. Several new programs are being considered for fall-winter-spring including Adult Book Club (held at Hotel Fremont, with books, snacks, and wine); Teen/Tween Book Club, and themed Art Club (open to all, flexible, fun, art participation).

**Treasurer’s Report:**

Donation Checking account (premier bank) as of 7/30/21: \$15,184.69\*

- Marks shared that this account balance included the OWLS check reimbursement for the CARES grant money toward the electrical work for the remodel (\$1357.67), in addition to the Alan’s Electric payment for remodel, (\$4250.00)

Donation Money Market Account (Farmer’s Bank) as of 7/30/21: \$21,447.19\*

Account balances are marked \*, as they are representative of estimated interest to date, per Marks.

Bailey moved to accept the Treasurer’s Report. Schmidt seconded. Motion carried.

**Minutes:** Ohlson moved to accept the minutes from the July 5, 2021 meeting. D’Arcy seconded. Motion carried.

**Payment of Bills:** Bailey moved to accept the bills and expenses for payment, Hacklander seconded. Motion carried.

**Thrift and Gift Winneconne grant:** Based on Thauer volunteerism at the Winneconne Thrift and Gift, a grant was awarded to the library, through a check written to Friends of the Library. Krause is potentially using the funds toward expenses for family movie nights in the gym.

**Seymour Public Library payment:** Replacing a patron lost book, \$16.99. Marks will deposit.

**Discuss participation in Small Libraries Cohort through WiLS:** A handful of small community libraries have been invited to participate in the Small Library Cohort, including Neuschafer Community Library. The program would last approximately 10 months, beginning in October, with Krause leading a group of 4-5 interested community members to be selected at a later date. The program addresses how small communities and libraries can work together, toward a common vision and strategic plan. McGowan shared her belief that, the program sounds exactly what the library and community needs, based on prior conversations over the past several months revolving around a cohesive community strategic plan for the library. Bailey and Ohlson both added that the community survey piece is important in determining the direction of library programs and services going forward, in addition to several other community groups who would be interested in the results.

Ohlson made a motion to join the Small Library Cohort through WiLS, approving expenditures up to \$2775 to cover the \$1875 fee, along with the \$900 community survey cost. D'Arcy seconded. Motion carried. OWLS may help with cost. Krause will investigate. Deadline to inform of intent to participate is end of August. Participation funding source to be determined.

**Personnel Committee Update:** Schmidt (chair) shared two initiatives:

1. Library Director: Compensation and Benefits

At time of hire: \$20/hour, 35 hours per week. 6 PTO days, 7 paid holidays. Option to participate in the County Retirement program. 6-month introductory (probationary) period.

At 6-month mark: Conduct 6-month "check in". Addition of paid vacation hours: 35 hours (1 week) to be used during the 2nd half of the first year.

At 1-year mark: Pay increase following 1-year review, if annual budget allows. 6 PTO days to be used at Director's discretion, 7 paid holidays, 2 weeks paid vacation (70 hours). Option to participate in the County Retirement program. (Vacation hours will not carry over from one year to the next.)

Vacation hours summary for Library Director:

First 6 months: None (introductory period)

6-12 months: 1 week (35 hours)

Years 2-4: 2 weeks (70 hours)

Years 5-9: 3 weeks (105 hours)

Years 10-14: 4 weeks (140 hours)

Marks made a motion to accept the above Library Director position changes and additions, Bailey seconded. Motion carried.

2. Bring Jennie up to \$10 per hour, immediately. Krause confirmed that Jennie already performs all of the duties of the incoming Library Page position, slated for \$9-10/hour).

Marks made a moved to accept giving Jennie a wage increase effective immediately, to \$10 per hour, Hacklander seconded. Motion carried.

**By-Laws Committee Update:**

D’Arcy (chair) shared hard copies of the newly developed by-laws for governing the Neuschafer Community Library. Board members should review the document and bring concerns or questions to the September meeting, with the goal of said meeting, to approve the new by-laws for immediate adoption.

Marks will find out who has keys to the library and library office, for future discussion, involving confidential, sensitive, patron information that must remain so, in both the library and the office. (Article 2, Section 1, c.)

Secondly, a future discussion revolves around having two signees for checks and withdrawals of larger amounts, out of bank accounts. (Article 6, Section 3)

D’Arcy would like to achieve approval on the newly created by-laws in September before collaborating with Krause and library staff members on the Neuschafer Community Library Policies document revisions.

**Appoint Finance Committee Members:** McGowan designated Ohlson and D’Arcy to join Krause in developing the 2022 budget, Marks will be a consultant for questions. Marks shared that the budget should be submitted to the Village Clerk at approximately the third week in September, for presentation at the October Village Board meeting. Discussion also revolved around OWLS funding for 2022, and the projected decrease due to circulation being down during 2020, due to the COVID pandemic.

**Friends of the Library Update:** Thauer shared that planning is nearly underway for the Frolic in Fremont Fundraiser event during Thanksgiving weekend.

**Public Input:** None.

**Next meeting: Wednesday, September 8, 2021, 4pm in the Village Hall.**

**Adjournment:** Schmidt made a motion to adjourn at 5:10pm, Bailey seconded. Motion carried.

Respectfully submitted,  
Carolyn Schmidt, Secretary