

MINUTES
NEUSCHAFER COMMUNITY LIBRARY BOARD
January 3, 2022

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

Absent: John Ohlson

The meeting was called to order at 5:05pm by McGowan.

Director's Report:

1. A new program was started: A Stitch in Time Needlework group. Attendees work on crochet, knitting, and needlework projects, every Friday, at 10am. 5-8 participants have been in attendance thus far. This on-going event will be advertised beginning in January.
2. Survey questions are being developed for the Small Libraries cohort survey, to be distributed and posted online before the end of January. Data will be collected for approximately one month. Krause would like the board to consider an incentive for taking the survey, to gain more interest/opinions. Multiple methods will be available for survey takers including: QR code, online marketing (website and Facebook), slips in the next outgoing Village of Fremont sewer bills to residents (March), paper copies (limited to those without online capabilities, preference to gather information online), and contacting other municipalities whose residents use the NCL ,for suggestions on reaching their residents.
3. The Neuschafer Community Library will receive \$3000, through a grant awarded to OWLS (ARPA). Soundproofing panels will be purchased for the gymnasium.
4. 'Holidays Around the World" had 129 attendees. Next Bright Star Production is March 2nd, "Africa Folk Tunes" (10am).
5. Various book clubs attracted 7-12 attendees in December.
- 6.

Treasurer's Report:

Donation Checking account (Premier Bank) as of 12/31/21: \$50,194.05.

- \$35,000 check from Friends (Wohlt grant money, 2nd payment), was recently deposited toward remodel, and represents a majority of the new balance.

Donation Money Market Account (Farmer's Bank) as of 12/31/21: \$21,454.32*

**Per Marks: Balance represents an interest earned estimate.*

Schmidt made a motion to accept the Treasurer's report. Bailey seconded. Motion carried.

Bills/Expenses:

Check received from OWLS in the amount of \$937.50, representing the cohort cost reimbursement promised. Check will go into the Village of Fremont account (VOF paid admission fee in full, when needed).

Bailey moved to accept the Bills/Expenses report. Hacklander seconded, motion carried.

December 6th, 2021 Minutes: Bailey moved to accept the minutes of the December 6, 2021, library board meeting. Schmidt seconded. Motion carried.

Discussion of survey incentive: Krause and D'Arcy informed the board that the participating groups mentioned offering an incentive to survey takers, to get more interested persons to take the survey. The board discussed allowing survey takers to be eligible to win one of 10 - \$50 chamber gift certificates, if survey takers choose to enter their names (survey can be taken anonymously). Bailey will also contact Aly with Friends of Fremont (Riverdeck) to see if there is an option to include that group, in this incentive as well, through potential gift certificates or a different idea, of Friends of Fremont choosing. More discussions/decisions to follow.

Review of Trustee Essential #8: Developing the Library Budget: Krause continues to bring forward a TE chapter monthly, for the board to learn and review. This month's chapter coincides with the meeting set up with Bradley Shipps (OWLS) to inform attendees about the complex funding process for the Neuschafer Community Library. The meeting is taking place Wednesday, January 12th, 2022, beginning at 6pm. Board members should review the TE chapter and send to Krause, any questions for Shipps, prior to the meeting.

After learning of a conflict involving several board members for that evening, Krause agreed to contact Shipps about changing the meeting start time to 5pm.

Krause informed the board that the funding formula is available on the DPI website.

Nominating Committee update: Bailey (chair) led a discussion surrounding the various, staggered, board member terms. (School representative Ohlson and Village of Fremont representative Marks follow different terms). Schmidt's term currently slated for expiration in 2022. The nominating committee will begin meeting to talk about a new board member and prepare to bring forward their recommendations for officer positions, to the May meeting.

Personnel Committee update: Schmidt (chair) informed the board that the Personnel Committee will meet and conduct a 9-month check in with Library Director Krause in January. A questionnaire will be developed and distributed for Krause to (actually, physically) answer, and these questions/answers will serve as the basis for conversation in the meeting. McGowan also gave Schmidt sample questions to work with. Anyone wishing to contribute questions can send them individually to Schmidt by the end of the week.

Friends of the Library update: The next Friends meeting will take place February 7th.

Public input: None.

Next meeting: Monday, February 7th, 2022, 5pm in the Village Hall.

Adjournment: D'Arcy made a motion to adjourn at 6:08pm, Bailey seconded. Motion carried.

Respectfully submitted,
Carolyn Schmidt, Secretary