



# Building and Grounds Committee

Meeting Minutes for

January 10, 2024

**1. Call to Order:** Chair Austin called the meeting of the McMillan Library Building and Grounds Committee to order at 5:00p.m.

**2. Open Meetings Declaration:** Austin established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

### 3. Roll Call:

**Committee Members:**

Andrea Galván  
Kim Heniadis

Karen Schill  
Ryan Austin

Scott Kellogg  
Susan Feith

**Other Board Members:**

Evan O'Day  
Elizabeth St. Myers

~~Craig Broeren~~  
William Clendenning

Emily Kent

**Administration:** Katherine Elchert, Library Director; Claire Parrish, Assistant Director

**Others in Attendance:** Susan Schill, City Attorney, Jessica Mederson, Attorney

**4. Approval of Minutes:** A motion was made by K. Heniadis, second by S. Kellogg, to approve the minutes of the December 13, 2023 Buildings and Grounds Committee meeting. Motion carried by unanimous vote.

### 5. Closed Session

The Board may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and Section 19.85(1)(g), Wis. Stats., which reads "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved." In closed session, the Board will discuss negotiations and strategy regarding an agreement for the solar panel array located on the McMillan Memorial Library roof. The Board will return to open session and may take action regarding the aforementioned solar panel agreement.

**5:02 S. Feith motions to enter closed session, K. Henaidis seconds. Roll call vote. Motion carried unanimously.**

*Kent left meeting at 5:32pm*

*Clendenning left meeting at 5:46pm*

**5:47 S. Feith makes a motion to return to open session. S. Kellogg seconds. Motion carried unanimously.**

**6. 2024 Facility Updates:**

- Elchert shared update from Finishing Touch with design of donor signage;
  - Feith noted there should not be any corporate logos
  - Elchert will send donor info to board

**K. Heniadis made a motion to bring forward the Finishing Touch Sign design, with pricing and company logos removed, to the full board. S. Kellogg seconds. Motion carried unanimously.**

- Austin shared that after meeting with Joe Eichsteadt, the library can get 2-3 parking spots on Lincoln St. Eichsteadt anticipated the parking will be ready in June or July. The cost for the entrance project will be minimal. Project will also include widening the concrete and adding handicap hardware on the doors; Eichsteadt will have bidding documents ready by spring.

**7. Items for Next Agenda**

- balcony damp proofing project

**10. Adjournment: S. Kellogg made a motion to adjourn, K. Heniadis seconds. Motion carried unanimously.**

**Austin adjourned the meeting at 6:21 p.m.**

**Respectfully Submitted: Claire Parrish, Assistant Director**