



Board of Trustees

Meeting Minutes for

January 18, 2023

1. Call to Order: President Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:00 p.m.

2. Roll Call:

Board Members:

Andrea Galvan

Kim Heniadis

Ryan Austin

William Clendenning

Eric Montag

Karen Schill

~~Craig Broeren~~

Scott Kellogg

~~Elizabeth St. Myers~~

Doug Machon

Susan Feith

Administration: Katherine Elchert, Library Director

Others in Attendance: Mary Hamilton, Library Associate

3. Open Meetings Declaration: President Galvan established that this was a public meeting and appropriate public notice with Zoom access was given.

4. Agenda approval:

Motion by R. Austin, second by D. Machon to approve agenda as printed. Motion carried by unanimous vote.

5. Approval of Minutes: Motion by S. Feith, second by S. Kellogg to approve minutes as printed. Motion carried by unanimous vote.

12.21.22: No changes.

6. TREASURER'S REPORT

6a. Monthly Finance Reports: S. Feith shared the sheet for approving bills for January, and the sheet that shows what bills were actually paid for the month of December. There was a difference between what bills were approved for payment in December and what checks were cut by city hall. K. Elchert described what caused the difference. A Munis year-to-date budget report will be included in the Board packet each month. The subject of petty cash was also discussed. Several credit cards have been completely closed, which is a goal of library administration.

6b. Payment of the Bills: Motion by W. Clendenning, second by K. Heniadis to pay the bills as presented and place a copy on file. Total of the bills is \$133,800.84. Motion carried by unanimous vote.

Endowment Bill: No invoices were presented against the endowment. S. Feith described the importance of getting our own tax identification number, which would be part of obtaining 501(c)(3) status for the endowment.

7. DIRECTOR'S REPORT



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7a. Library Use and Events: Two Library Associates retired at the end of 2022. We are currently 1.5 FTE short. K. Elchert shared the process for filling these positions. The subject of homelessness will be discussed at the February staff meeting. The library's role as serving as both a warming center in the winter and a cooling center in the summer was discussed. The Board also reviewed the Library's Programming report.

7b. Statistics: December usage was down a little due to the holidays. Usage is up from 2021. We were over 106k in patron visits for 2022. Prior to Covid, the library could accumulate over 200k visits per year. Usage is trending in the right direction.

7c. Miscellaneous: The library continues the process of decluttering. Collaborations with the city are going well, especially regarding solving the library's building needs. Future plans for other collaboration opportunities with the city were described. K. Elchert has also ordered new shelving, which has begun arriving. The intention is to increase circulation at the library by displaying materials in an attractive way.

Mary Hamilton was introduced to the Board and shared experiences and observations from her time as a library employee. She shared some of her motivations for being involved in library work, and observations on the current topic of homelessness.

McMillan will be hosting the next Wood County Board meeting.

8. COMMITTEE REPORTS

8a. Personnel Committee: S. Kellogg provided a summary of items covered in the most recent committee meeting, including the form and process for the Director's six-month evaluation. There will be a closed session meeting in February to discuss the Director's performance. **Motion by S. Feith, second by K. Heniadis to adopt the form and process outlined by S. Kellogg for the Director's six-month evaluation. Motion carried by unanimous vote.**

8b. Building and Grounds: D. Machon provided a summary of items covered in the most recent committee meeting.

8c. Finance Committee: S. Feith provided a summary of items covered in the most recent committee meeting. Grant report narrative is complete for use in the Legacy Foundation report regarding Learning Futures.

Motion by S. Feith, second by R. Austin to employ Legacy Accounting to provide a set of books that can be audited at the end of the year for the library's endowment. Motion carried by unanimous vote.

Motion by E. Montag, second by W. Clendenning to pursue 501(c)(3) designation for the endowment and contact Attorney Nick Flanagan to complete the necessary paperwork. Motion carried by unanimous vote. S. Feith will contact Attorney Flanagan.

Motion by K. Heniadis, second by S. Kellogg to commit up to \$30,000 from the endowment in 2023 to approved amounts toward library projects. D. Machon clarified that purchasing donor signage may be paid for by the endowment at 100% of the cost. **Motion carried by unanimous vote.**

9. OLD BUSINESS

9a. Update on ERD and EEOC claims: Cases are closed.



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9b. Heart of Wisconsin Chamber fundraiser: By consensus of the Board, McMillan will not participate this year.

10. NEW BUSINESS

10a. Library policies: Drafts of possible future policies presented. Current officially approved policies were also shared. Edits and discussions will be forthcoming.

11. INFORMATION REQUESTS None.

12. ITEMS FOR NEXT AGENDA None.

13. ADJOURNMENT

Meeting adjourned by President Galvan at 7:33 p.m.

Respectfully Submitted: Eric Montag, Board Member