



Board of Trustees

Meeting Minutes for

February 15, 2023

1. Call to Order: President A. Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:07 p.m.

2. Roll Call:

Board Members:

Andrea Galvan	Eric Montag	Elizabeth St. Myers
Kim Heniadis	Karen Schill	Doug Machon
Ryan Austin	Craig Broeren	Susan Feith
William Clendenning	Scott Kellogg	

Administration: Katherine Elchert, Library Director

Others in Attendance: Kerry Preece, Youth Services Manager, Will Hascall.

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: S. Feith asked that item #9 be tabled for this meeting. **W. Clendenning made a motion to postpone until March Board Meeting, with a second by S. Feith.** During discussion K. Elchert stated she was very concerned since we keep postponing going over policies. If there are no policies, it is difficult to create procedures. A. Galvan suggested we look at the more urgent ones tonight, Part 2: Patrons Responsibilities and Conduct and Part 4: Material Selection/Collection Development. S. Feith had concerns about looking at them this evening since they had not been legally vetted yet and wondered why K. Elchert had gone through them with E. St. Myers. K. Elchert reminded the Board that she had been directed to do so at the January Board Meeting. K. Elchert will be contacting E. Montag about Services to get together and discuss Library Policies before the March Board Meeting, so it can be brought before the full board then.

Motion to postpone talking about Library Policies was carried with S. Kellogg voting No.

W. Clendenning made a motion to get Attorney N. Flanagan to look at policies, which was seconded by D. Machon. S. Feith mentioned that there are policies within the packet that the city’s attorney, Susan Schill should do because of city insurance; but other policies that are independent, it behooves the Board to be aware and retain an appropriate attorney. A. Galvan mentioned that Attorney Flanagan is well versed in library policy. K. Elchert reminded the Board that we have directed her to rebuild a positive working relationship with the City. A. Galvan had contacted Attorney Schill four times via email and had not heard back from her yet. R. Austin would like the emails that A. Galvan had sent to Attorney Schill forwarded to him.

**Vote: Yes; S. Feith, W. Clendenning, S. Kellogg
No; K. Heniadis, D. Machon, and R. Austin
A. Galvan voted Yes to break the tie.**

K. Elchert will contact E. Montag to see when he wants the final draft of the McMillan Memorial Library Policies sent to Attorney Flanagan. S. Kellogg asked to take off the closed section, Number 11 since we don’t have enough



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trustees at the meeting to really discuss the issue and to have 8a taken off as well since we will be sending the Library Policies to the Services Committee. 8a, 9, and 11 have been struck from the agenda.

Motion by D. Machon, second by S. Feith to approve the amended agenda. Motion carried by unanimous vote.

5. Approval of Minutes: Motion by D. Machon, second by R. Austin to approve minutes of the January 18, 2023 full Board meeting. Motion carried by unanimous vote.

Motion by K. Heniadis, second by W. Clendenning to approve the minutes of the February 8, 2023 Buildings & Ground subcommittee meeting minutes and the February 8, 2023 Finance subcommittee meeting minutes. Motion carried by unanimous vote.

6. TREASURER'S REPORT

6a. Monthly Finance Reports: S. Feith shared the sheet for approving bills for February, and the sheet that shows what bills were actually paid for the month of January. Discussion centered around new furniture and display pieces for the library, which were purchased to create a more welcoming feel to the library. K. Elchert shared plans for to remain in the former Business Office space; with the Assistant Director potentially moving into the former Director's office. S. Feith noted that moving forward, the Amazon orders will be easier to track via staff credit cards. Potential outstanding fraud credit card charges will be investigated by K. Elchert, with a report to coming back to the Board next month. S. Feith would like a standardized set of documents for finance. Previously, the Board saw a check register created by library staff, but with the new City software Munis it looks different.

S. Feith asked K. Elchert to resurrect the Makerspace materials changes developed by the Board last year. K. Elchert questioned the proposed charge of 10% over cost for materials. Per the board, the uncharge isn't too make a profit but to keep up with the rising costs of supplies, so we're not losing money.

6b. Payment of the Bills: Motion by D. Machon, second by K. Heniadis to pay the bills as presented and place a copy on file. Total of the bills is \$67,293.00 **Motion carried by unanimous vote.**

Endowment Bill: No invoices were presented against the endowment.

7. DIRECTOR'S REPORT

7a. Library Use and Events: The first Staff Development Day of 2023 will be March 10th and the Library will be closed to the public. They will focus on basics of circulation, hospitality, intellectual freedom, and a new in-house organization system called the MCM Collective. The library's outdated file share will be replaced by this digital one. Collection changes have been happening, including new shelving and call numbers for CDs. Staff comments are have been mostly positive; K. Elchert is encouraged that the team is becoming more interested in making changes to our collection.

7b. Statistics: Usage continues to slowly increase. Statistics are all up compared to 2022 numbers: in January 2022 there were nine programs and in January 2023 there were 43 programs.

7c. Miscellaneous: K. Preece has been at the library for 22 ½ years. First as a teen librarian in 2000, then as the children's librarian. She heads up all the programming for kids from birth to about 11.

8. COMMITTEE REPORTS

8a. Personnel Committee: Struck off agenda.

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



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8c. Finance Committee: S. Feith provided an overview of the process of turning the endowment into 501(c)3 charity and the recommendations from Attorney N. Flanagan. **Motion by W. Clendenning to approve, name, address, original directors and statement of purpose, with a second by K. Heniadis. Motion passed unanimously.**

S. Feith also questioned about using personal emails for board matters and a discussion followed in regards to the legality of it.

9. OLD BUSINESS

9a. Library Policies: Struck off agenda.

10. NEW BUSINESS

10a. 2022 McMillan Memorial Library Annual Report: K. Elchert walked the Board through the 2022 McMillan Memorial Library annual report, with it being noted that previous directors had not done so. K. Elchert will also be going through it with staff at their next meeting. A copy was included in the packet and is also available upon request.

Motion to approve Public Library Annual Report and Statement Concerning Public Library System Effectiveness was made by W. Clendenning with a second by S. Feith. Motion passed unanimously.

11. Closed Session: Struck off agenda.

12. INFORMATION REQUESTS: K. Heniadis asked if K.Elchert could make McMillan/Gmail accounts for those who would like them. K. Elchert said she would contact everyone to find out who would like one.

13. ITEMS FOR NEXT AGENDA None.

13. ADJOURNMENT

Meeting adjourned by President Galvan at 7:07 p.m.

Respectfully Submitted: K. Heniadis, Board Member