



# Board of Trustees

Meeting Minutes for

April 19, 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	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:** Eric Norton.

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

**5. Approval of Minutes: Motion by D. Machon, second by R. Austin to approve minutes of the March 15, 2023 full Board meeting, as well as the Building and Grounds and Finance meetings that occurred April 12, 2023. Motion carried by unanimous vote.**

**6. TREASURER'S REPORT**

**6a. Monthly Finance Reports:**

**6b. Payment of the Bills: Motion by C. Broeren, second by W. Clendenning to pay the bills as presented and place a copy on file.** Total of the bills is \$36,461.68. **Motion carried by unanimous vote.**

**Endowment Bill:** No invoices were presented against the endowment.

**7. DIRECTOR'S REPORT**

**7a. Library Use and Events:** 3 new staff members have been hired at the library. The Assistant Director job position will close on Sunday and an interview panel is being assembled. K. Elchert also shared some of the expected short-term effects on services that will result due to a building move occurring within SCLS. Many of McMillan's computer systems are hosted by SCLS and will be down for four total days in late May. K. Elchert recommends closing the Saturday 5/27 through Tuesday 5/30. Tuesday 5/30 could be used as a staff training day.

**7b. Statistics:** 183 new patrons added in March. Circulation continues to trend upward, programming offerings also continue to increase. Gate count exceeded 13,000 people in March, which is more than



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the library achieved in *any* month in 2022. Movies and in-house bands continue to draw in people, and the makerspace is continuing to expand offerings.

**7c. Meet the Board:** Eric Norton is currently Customer Services Manager for the library. He started in February of 1998 and has worked in a variety of positions since that time. He currently oversees the Leads and Associates directly, and indirectly he oversees the Assistants. His favorite thing about the library is helping people find what they are looking for. He shared some thoughts on his method of collection development, and how he decides what to add or remove from the library's collection.

**7d. Miscellaneous:** C. Broeren mentioned that he got some good feedback from a City Council member regarding K. Elchert's tenure at the library.

### 8. COMMITTEE REPORTS

**8a. Personnel Committee:** S. Kellogg provided a summary of items covered in the most recent committee meeting. A copy of K. Elchert's evaluation from the March Board meeting was shared with Katherine and another copy was sent to City Hall.

**8b. Building and Grounds:** D. Machon provided a summary of items covered in the most recent committee meeting, and the negotiations that have occurred thus far with Viking Electric owner, Mr. Scott Prah. D. Machon is still in the process of getting answers regarding a maintenance agreement. At this point, consensus of the Board is that there isn't enough information to make a decision regarding a buyout. Additionally, the Board is awaiting the promised assessment from Viking regarding what may be currently malfunctioning in McMillan's array. The Board also discussed the availability of parts through Viking Electric or through another solar company which could agree to perform maintenance on the system.

When Viking returns to perform their assessment of McMillan's solar array, a city employee should be available to be trained on spotting system malfunctions. The Building and Grounds Committee will also reach out to other local solar power companies.

**8c. Finance Committee:** S. Feith provided a summary of items covered in the most recent committee meeting, as well as where the endowment balance stands at the end of 2023's first quarter. Attorney Flanagan shared the final draft of the by-laws that would be presented to the Endowment Fund Board for approval. Attorney Flanagan also shared the next step in the process to becoming a public charity 501(c)(3), and the recommendations for being able to legally proceed with the streamlined version of the public charity application.

**Motion by C. Broeren, second by D. Machon to direct Attorney Flanagan to submit the streamlined application for pursuing public charity 501(c)(3) status to the IRS. Motion carried by unanimous vote.**

Attorney Flanagan also shared that there has been a distribution from the Rick Potter estate, which requires the signatures of certain Board members. Distribution would follow shortly after receiving the appropriate signature(s). Attorney Flanagan noted that there is no evidence of restrictions placed on this particular distribution. Discussion followed regarding how the Board could offer its thanks to the Potter estate.

### 9. OLD BUSINESS

**9a. Policies:** Policies will be reviewed by Attorney Flanagan. Once they have been reviewed, they will be forwarded to Services for consideration and discussion.



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**9b. Legacy Grant:** S. Feith shared that she, C. Broeren and A. Galvan met with Legacy to further discuss the grant that McMillan is requesting. This project would include opening the Grand Avenue entrance and then replacing the elevator. A secondary entrance would be required during the replacement of the elevator, so the entrance would need to be completed first. The Board expects to hear in May whether the grant request will move to the next round of consideration with Legacy. The Lester entrance will remain the primary entrance to the library.

### **10. NEW BUSINESS**

**10a. Committee Meeting Minutes:** Consensus of the Board is that we will continue approving minutes as it has been.

**Motion by C. Broeren, second by W. Clendenning to close Saturday 5/27, and remain closed through Tuesday 5/30, which will be used as a staff in-service day. Motion carried by unanimous vote.** These closures are due to the fact that library computer systems will be largely unavailable during the four-day timeframe around Memorial Day.

**12. INFORMATION REQUESTS** None.

**13. ITEMS FOR NEXT AGENDA** Vote on McMillan Memorial Library By-Law Amendment.

### **13. ADJOURNMENT**

**Meeting adjourned by President Galvan at 7:00 p.m.**

**Respectfully Submitted: Eric Montag, Board Member**