



# Board of Trustees

Meeting Minutes for

July 19, 2023

**1. Call to Order:** President Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:01 p.m.

**2. Roll Call:**

**Board Members:**

Andrea Galvan

Evan O'Day

Emily Kent

Kim Heniadis

Karen Schill

Elizabeth St. Myers

Ryan Austin

Craig Broeren

Susan Feith

William Clendenning

Scott Kellogg

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** Staff members Eric Norton and Kristen Kuhn.

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

**4. Approval of Minutes: Motion by R. Austin, second by K. Heniadis to approve minutes of the June 21, 2023 full Board meeting. Motion carried by unanimous vote.**

**5. TREASURER'S REPORT**

**5a. Monthly Finance Reports:** S. Feith questioned the large number of patron reimbursements. K. Elchert explained that the library had not been reimbursing patrons for materials that they had been charged for and then brought back, due to our transition overlapping with SCLS's at the same time, so now we were catching up from those months. The library is in the process of working out a new procedure so for the next few months it may be a bit higher, but then will level out. The return period for a refund will be extended to six months.

S. Feith mentioned that we were still seeing some bills with late fees, those bills include Water and Light, WE Energies and Visa. K. Elchert said she had requested that the companies adjust our due dates, and while they had and she sends the bills over to the city for payment the day after the board meeting, it is up to the city to send the bills in, and at times they are busy with other things and it does not get done right away.

A discussion was had as to the best way to stop the late fees.

**Motion by E. St. Myers, second by K. Heniadis for the Board to authorize an automatic monthly payment via Fund 102 for payment to Water and Light, WE Energies, and Visa, after asking the city if this will work for them. Motion carried by unanimous vote.**



## Board of Trustees

S. Feith brought up the \$1000 water charge that was from the city for watering the grounds. Discussion followed asking if we should adjust by watering less often or not at all, is there a special meter for the water or a meter connection to the sewer so we don't double the use? It was decided that it will go to B&G for discussion.

**5b. Payment of the Bills: Motion by W. Clendenning, second by R Austin to pay the bills as presented and place a copy on file. Total of the approved bills for June is \$30,743.81. Motion carried by unanimous vote.**

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

### 6. DIRECTOR'S REPORT

**6a. Library Use and Events:** While the timing of the SCLS cutover was not ideal it went fairly smoothly for the patrons and staff, with a lot of that due to Solarus helping to make sure items were still able to be checked in and out. The only hiccup remaining is the TalkingTech phone notification system since for the unforeseeable future patrons will not get phone notifications about their holds. Measures are being taken to let the public know and any patrons impacted are being called directly about their holds by McMillian staff.

MakerSpace staff members are developing an orientation, drop-in activity binders, and setting expectations for the area. Starting in August, patrons can earn "badges" to use the more specialized equipment. The "drop in" hours will also be starting soon.

In June, and the rest of the summer, there are weekly bus trips to the Mead & Sandhill Wildlife Area on various educational topics. On June 6th there was a Summer Reading kick-off party, teens have a weekly garden club, there was a messy painting party in the Children's Garden, a Banksy Street Art presentation and craft, the weekly Monday afternoon and evening movie, the Cowboy Union Jam had a large crowd (like usual), and many more activities.

**6b. Statistics:** Everything exciting and important is up compared to this time last year; more patrons coming through the doors and signing up for library cards, items checked out, renewed, and returned. Items loaned and borrowed from other libraries are staying flat, which is a good thing since we want to have our patrons find what they need at our library. Over 700 items were added to the system and around 1000 items were removed, including large print books that are being weeded due to their appearance or circulation numbers. Staff at Centralia Center will be asked if they would like any of them first. There were 39 programs in June, which was more than last year. Computer use was down a bit, and SCLS still can't explain the big jump in numbers from the previous month.

**6c. Meet the Board:** The board met our newest board member appointed by the mayor, Evan O'Day, and staff member Kristen Kuhn. K. Kuhn is originally from South Dakota. She has a Bachelor's Degree in Psychology and Sociology and a Masters in Student Affairs and Higher Ed. After coming to the area she was a music teacher at Immanuel Lutheran School. K. Kuhn's main areas of focus at McMillian are the MakerSpace, which she is very excited to get more open to the public, and the Children's area.

**6d. Miscellaneous:** Claire Parrish will be our new Assistant Director starting in early September. She is moving to the area with her husband and son.



# Board of Trustees

## 7. COMMITTEE REPORTS

**7c. Finance Committee:** S. Feith reported on the status of the quarterly report and reported on recent gifts.

## 8. OLD BUSINESS

**8a. The Nominating Committee presented their slate of officers. A. Galvan called for nominations.**

The Nominating Committee nominated A. Galvan for President and K. Schill nominated E. St. Myers.

Votes for A. Galvan: W. Clendenning, S. Feith, R. Austin, and S. Kellogg

Votes for E. St. Myers: K. Schill, K. Heniadis, and E. St. Myers

Abstained: A. Galvan and E. O'Day

**A. Galvan is the President for the next term.**

The Nominating Committee nominated C. Broeren for Vice President and R. Austin nominated E. St. Myers.

Votes for E. St. Myers: R. Austin, K. Heniadis, K. Schill, and E. St. Myers

Votes for C. Broeren: W. Clendenning, S. Feith, and S. Kellogg

Abstained: A. Galvan and E. O'Day

**E. St. Myers is the Vice President for the next term.**

The Nominating Committee nominated K. Heniadis for Secretary.

Vote was unanimous. **K. Heniadis is the Secretary for the next term.**

The Nominating Committee nominated S. Feith for Treasurer.

Vote was unanimous. **S. Feith is the Treasurer for the next term.**

**8b. Solar Panel Array:** R. Austin is the new B&G chairperson and he will be having a meeting on August 9th at 4pm to discuss with the B&G committee the information that has been gathered. We have fulfilled our contractual obligations with S. Prah. At the August Library Board Meeting he will bring forth the committee's conclusion and there should be a final decision as to what will come of the solar panels.

**R. Austin made a motion, second by S. Feith to have Radtke do a fair market value on the solar panels. Motion carried by unanimous vote.**

**8c. 2024 Budget:** The final draft for the 2024 budget is due on August 18th to the city. Any recommendations would be brought back to the library board to discuss in the September meeting. At the September meeting the Library Board will be looking to finalize our 2024 budget to be brought forth before the common council.

A. Galvan shared that we had received a large grant from the Legacy Foundation which we will be using to replace our elevator, and possibly for the reopening of the street entrance.

Discussion was had in regards to the coffee house and if it would continue to operate. K. Elchert mentioned that when you factor in staffing the coffee house we were actually losing money, so it would be more effective to use that space in a different manner.

A conversation with the city in regards to a capital projects budget will be spearheaded by R. Austin and K. Elchert.



# Board of Trustees

## **9. New Business**

**9a. Director's Annual Review Process:** E. St. Myers is the new chairperson for the Personnel Committee and she plans to discuss what system should be used for K. Elchert's evaluation, as well as how to include staff in the process. The library board plans to hold her evaluation in the early fall.

**10. Information Requests:** None

**11. Items for Next Agenda:** None

**12. Adjournment:**

**At 7:54 p.m. W. Clendenning, with a second from S. Kellogg called for a motion to adjourn. Motion passed by unanimous vote.**

**Respectfully Submitted: Kim Heniadis, Secretary**