



Board of Trustees

Meeting Minutes for

August 16, 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	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, Kevin Irving.

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:

- a. July 19, 2023 Board Minutes
- b. August 3, 2023 Board Minutes

Motion made by W. Clendenning, seconded by R.Austin to approve both minutes. Motion carried by unanimous vote.

5. TREASURER'S REPORT

5a. Monthly Finance Reports: S.Feith was unclear about the Visa bill. K.Elchert said we are still seeing some of the issues in regards to days when things are due. The bill from Visa did not include a payment so it looked like we needed to pay more than we actually did. Instead of double paying, Erin removed what we had already paid. So our bill was only \$5,726.94. S.Feith asked for a correction to the approved amount of bills from last month.

Motion made by E.St. Myers, seconded by C.Broeren to revise July's bills from \$36,908.53 to \$28,914.12. Motion carried by unanimous vote.

S.Feith mentioned the water sprinkling bill. R.Austin said we didn't change the system and there is a meter so we are not being charged for sewer. K.Elchert told us that one of the sprinkler heads was broken and gushing and has since been fixed. She also mentioned that she had been buying a lot of books to get ahead of the possible UPS strike, which we no longer had to worry about. After discussion, the Board decided the most recent Viking invoice should not be paid.

5b. Payment of the Bills: Motion by C.Broeren, seconded by E.St. Myers to pay the bills as presented and place a copy on file. Total of the approved bills for August is \$46,485.57. Motion carried by unanimous vote.



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Endowment Bill: No invoices were presented against the endowment.

6. DIRECTOR'S REPORT

6a. Library Use and Events: The children's garden gate will be made bigger, so we can get the emergency exit plowed out. Gordy thinks we can get the fountain up and running easily, K.Elchert said that's fine as long as it's under \$1000. There was a small leak in Makerspace, which has been fixed and HVAC has been acting up, when it was really hot. Makerspace, new website logo and name: The Studio @ MCM. <https://www.mcmillanlibrary.org/makerspace-1>. The way it is being set up will hopefully encourage all ages and skill sets. On Sept. 1st, the studio will be open on Fridays from 10am to 5pm for everyone to come and play and Badging starts on Monday, August 28th, with the first two Mondays already booked up.

K.Elchert will be posting a part time position soon, focusing on the service desk and programming. Claire, the assistant director, starts on September 5th. K.Elchert said the CCBC asked her to join the board. Cooperative Children's Book Center focuses on young adult and kid's literature. They are the resource for challenges in the state of Wisconsin and it is a three year term. Our long term Workforce Resource staff position in the library has been told her position will be eliminated at the end of September. She has specific materials processing knowledge that is needed. K.Elchert is working with HR to arrange a part time position so we don't lose her, and she can teach others these skills so we don't have this problem in the future and the knowledge will be cross trained. She is nearing retirement, so that is why it would be temporary.

Next week is library trustee week and every day at noon there is a webinar that can be watched later.

6b. Statistics: Checkouts remain high, items loaned to other libraries and brought in from other libraries are pretty close and that is a great balance to have. There were less programs in July, and more computer sessions, as well as increased use of the meeting rooms. Wi-Fi is still accurate in terms of usage, and when SCLS was asked about the large 60,000 usage in May that confirmed it was correct.

7. COMMITTEE REPORTS

7a. A. Services Committee: Met on August 8th at 4:30 p.m. and introductions were made since there are two new board members. A Diversity Statement will be coming in the future, after all the committees go through the Inclusive Services Statement and Guide, if the full board thinks this is something that we should do. The circulation policy was gone through and the Services Committee voted to send the draft to the full board for approval.

The Plan of Service is very outdated, and while we do want to work on it, we want to get some information from K. Elchert first and finish up the policies before looking more in depth at it.

B. Building and Grounds Committee:

Met on August 9th, at 4 p.m., and all were present. R. Austin had done some digging on numbers, particularly kilowatt hours, and saw that our panels will do 252,000 per year, and that our software is correct. It is making 25% less power than what is proposed in the contract. Taking all that and more into consideration, along with kilowatt hours, it's making \$15,000 on an annual basis. The handshake deal with the previous library director and S. Prahel has the library overpaying each year, so over six years we have overpaid \$80,000. B&G decided to suggest to the full board that we should find legal representation, since it's fair to say that S.Prahel will disagree with these numbers. It was also requested that R. Austin contact P. Kastenholtz before the full board meeting, which he did, and P. Kastenholtz vetted the above information and said that we should secure legal counsel.

Motion by S. Feith, seconded by C. Broeren that we contact Attorney N. Flanagan to assist us in whatever



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decision we ultimately make in regards to the solar panels, and to follow his recommendation if he thinks we should contact a different attorney who specializes in contract law. Motion carried by unanimous vote.

B&G received an appraisal from Radtke, and he validated that we did have a percentage loss at 18%, but it's more likely 25%, because of the array orientation of the North facing panels, and some of the inefficiency was also due to lack of maintenance. The panels do make good power, and it's not worthless.

Our upcoming capital improvement projects include weather proofing the balcony, opening up the Grand Avenue entrance and making sure it's up to ADA standards, and getting the elevator repaired. R. Austin has gotten some bids already, and there is a contractor who will look at it next week, and we will contact the previous companies who had given us bids and see if they are still interested in the work.

C. Finance Committee:

Met on August 9th at 5 p.m. and no actions were taken, but did further discuss the solar which we will pick up later in this meeting. The Legacy Grant was also discussed. A. Galvan got a contract from Legacy and we will talk about that again later in the meeting. Budget coming up and the only reportable item is that R. Austin and K. Elchert will be meeting with Tim Dorsey about capital improvement outlay.

D. Personnel Committee:

Met on August 10th at 4 p.m. and did introductions. E. St. Myers laid out a plan for the upcoming year as to what they will be focusing on, besides whatever else may come up. She would like to look at the Director's Evaluation, Policies, and The Employee Handbook. They had a great discussion about the director's review form, and worked on some Personnel policies via the city policies for benefits. They will work on sorting the director's evaluation sheets and more policies for the next meeting.

8. Closed Session:

A. Galvan read 19.85(1)(e) and 19.85(1)(g) of the Wisconsin Statutes. A roll call vote was taken with all voting Aye to go into Closed Session.

Motion by W.Cledenning, seconded by C.Broeren, to come out of closed session. Motion passed by unanimous vote.

9. OLD BUSINESS:

9a. 2024 Budget Process: The Wood County Library Board will recommend that Wood County should reimburse the Wood County libraries at 100% rate for 2023. Even with a 2024 100% reimbursement rate, it will still cost less for Wood County than the 2023 100% reimbursement rate. K. Elchert will recommend we go forth with the 100% from the county, so we don't have difficulties with the city council.

Because of Wood County giving the library 100% for our 2023 budget, we will be having another county board member join the board in 2024. When we got a cut from the city for 2023 that affects how much we spend in a given year. Operations and physical circulation, is the formula via Wisconsin State statutes. It was created in the 90's and could use an update. The library is unique in the city, and there will be a downward spiral if our operations continue to be cut. In two years, the reimbursement from Wood County will be cut because we are using information from the previous year. Even years impact even, and odd years impact odd. Covid really destroyed circulation/programming numbers, while operations stayed the same.



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K. Elchert had a number of recommendations re: the carryover funds. For the 2024 budget, \$150,000 will be earmarked in our carryover funding line to be expended on increasing front line wages for support staff in 2024. Moving forward that would put us on a platform of spending some of the carryover and in a sustainable way. C. Broeren asked how do we figure out additional revenues to keep it going. Adding additional programs, along with going fine free, will increase patron visits and circulation of library materials. Increasing circulation will help increase the amount of funding we receive for non-resident circulations from country reimbursement.

Our staffing has stayed consistent since 2018. K. Elchert has not been filling positions to see what we need. We do not currently have or need 4 FTEs as assistants. Some of those people have been moved into customer service positions, so there are less shelvers and more desk staff.

Motion by K. Heniadis, seconded by E. St. Myers for K. Elchert to submit the 100% reimbursement from the County budget proposal draft to the city council. Motion passed by unanimous vote.

9b. Legacy Grant Update:

Mike Bovee let us know we can get up to \$500,000 to replace the elevator. We would first like to open the Grand Ave. entrance so we have immediate access to the second floor before we take the elevator out of action. \$500,000 would cover the elevator only, so the Grand Ave. entrance would need to be paid for by carry over, endowment, fund raising, or other city funding. R. Austin asked if they did provide a reason why the second floor entrance wasn't part of the funding in the grant. S. Feith thought their focus more this round was on health issues, and it would come down to the ADA with the elevator.

S. Feith needs to find the numbers as a starting point for R. Austin.

C. Broeren said we should reflect in this budget what we will get in carry over. Endowment will fall into place, but don't know if we will need it.

Motion by C. Broeren, seconded by R. Austin, for the Legacy Grant agreement to be signed. Motion carried by unanimous vote.

10. New Business:

10a. Library Circulation Policy:

Draft was approved via the Services Committee and sent to the full board. C. Broeren thinks it should be public library user's records, not just public library records. We are beholden to 43.30 and will act accordingly. K. Elchert has been in the situation where they have not had proper documentation. S. Feith is concerned about resisting the police.

Motion made by C. Broeren, seconded by S. Feith to pass the Circulation Policy with the following update in the Confidentiality of Library Records section: McMillan Memorial Library will comply with Wisconsin State Statute 43.30 regarding the confidentiality of public library user records.

The draft's original three paragraphs concerning the Confidentiality of Library Records will be removed from the final policy. Motion carried by unanimous vote.

10b. Personnel Policies: Benefits

The Personnel Committee has sent to the full board, for approval, all the relevant policies for the Library under section four of Wisconsin Rapids City's policy book, including; COBRA, Compensation (457(b) Plan), Employee



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Assistance Program, Group Insurance, Retirement & Wisconsin Retirement System, Tuition Reimbursement, Worker's Compensation.

C. Broeren asked about professional advancement opportunities, don't we already do that. K. Elchert said, yes we do that, but this would be more formalized education opportunities. We should have opportunities to pursue it to help the library and community. E. St. Myers talked a lot at the Personnel Committee about how this would work, and told the full board too.

Motion by C. Broeren, seconded by W. Clendenning, to approve the policies as they are provided by the city, except for the Tuition Reimbursement, which we will revisit at a later time. Motion passed by unanimous vote.

10c. Annual Library Director Review Process

E. St. Myers will send it out via Survey Monkey to the entire staff and library board to fill out. K. Elchert will fill it out too, including an additional page. She is hoping to be able to complete K. Elchert's review at the October full board meeting.

11. Information Requests:

Previous quotes from damp proofing

Previous quotes from elevator replacement

12. Items for Next Agenda:

No suggestions.

13. Adjournment:

A. Galvan asked for a motion to adjourn at 8:18 p.m. Motion made by W. Clendenning, seconded by R. Austin.

Respectfully Submitted: Kim Heniadis, Secretary