



# Board of Trustees

Meeting Minutes for

September 20, 2023

**1. Call to Order:** President Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:02p.m.

**2. Roll Call:**

**Board Members:**

Andrea Galvan

Kim Heniadis

Ryan Austin

William Clendenning

Evan O'Day

Karen Schill

Craig Broeren

Scott Kellogg

Elizabeth St. Myers

Emily Kent

Susan Feith

**Administration:** Katherine Elchert, Library Director; Claire Parrish, Assistant Director

**Others in Attendance:** City Attorney Sue Schill; Scott Prah, Viking Electric; Renee, Library Assistant; Kristen, Library Associate; 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 Previous Minutes: Motion by S. Feith with the addition to the approval of bills the determination of board to not pay invoice from Viking Electric, second by W. Clendenning. Motion carried unanimously.**

**5. TREASURER'S REPORT**

**5a. Monthly Finance Reports:** No questions about August bills. For September: correction to bills, updated invoice submittal. Water and light high because of sprinklers, adjustment was made by the City in early August, so won't see that change until a future bill.

**5b. Payment of the Bills: Motion by W. Clendenning, second by S. Feith to pay the bills as presented and place a copy on file.** Total of the bills is \$39,245.53. **Motion carried unanimously.**

**6. DIRECTOR'S REPORT**

**6a. Library Use and Events:** Summer reading has wrapped up and the library has welcomed the new Assistant Director. The workforce staff member has officially been hired as a regular staff member and part time library associate job is closed, with interviews happening soon. Kerry and Claire are heading to the Tuesday-Friday WLA Conference next month in Middleton, Claire will introduce the YSS Luncheon speaker. The management team is reviewing different calendar software in an attempt to streamline workflows. There is a new library resource called BookPage, a monthly magazine with new book releases and reviews. BookPage drives a lot of holds, physical and digital copies are available. McMillan works with the school district to provide extra

copies of books in partnership with Battle of the Books. Staff are also working with the Family Center on a domestic violence awareness campaign.

Facility updates: the sliding glass door in the Studio was not opening, the city came and replaced screws and KMW Glass did visit and figured out the issue with the door. The bottle filler on the upper floor bubbler is not working, but Elchert is waiting to replace it due to the potential elevator project. Elchert commented that it has been nearly impossible to maintain comfortable temperatures this summer, especially in the first floor workroom, which has been a problem historically. Elchert has ordered fans, but they don't have much impact. Galvan commented that air exchange at front doors might have some impact on it

**6b. Statistics:** Numbers are outpacing 2022, hopeful that the library will surpass 200k items checked out this year. There have been slightly less programs in August as staff wind down summer, but all programs had higher attendance. WIFI usage continues to be great and the door count is steadily increasing.

**6c. Meet the Board:** Renee works as a library assistant. What surprises her the most about working in the library is the amount of work it takes to run the library and the diversity in patrons. St. Myers and Broeren both thanked DeWitt for her service.

**6d. Miscellaneous:** Feith inquired about donor board progress: Elchert has met with a few vendors, one is currently working on a concept design; hoping to have at least one to show the board by the next board meeting.

## 7. COMMITTEE REPORTS

**7a. Personnel Committee:** update on Director Review process, evaluation will occur at the October meeting. Two of the three policies reviewed were approved to come to the full board. S. Schill asked if the library currently does not have a drug test policy, Elchert answered the library did not, but would like to have a new hire process similar to the City's. St. Myers followed up with Broeren's question from the committee meeting regarding all city hires getting drug tested: they do, except for hires under 18. Feith asked how the City does their background checks; S. Schill responded that HR hires a third party called Third Check, new hire enters basic information that gets taken to the State level for complete criminal background check.

**7b. Building and Grounds: No meeting**

**7c. Finance Committee: No meeting**

**7d. Services:** approved the Bulletin Board policy to bring to full board, reviewed parts 1-3 of the Inclusive Services Guide and will assign different sections to the appropriate committee.

## 8. CLOSED SESSION

The Board may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and Section 19.85(1)(g), Wis. Stats., which reads "Conferring with legal counsel for the

governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.”

In closed session, the Board will discuss negotiations and strategy regarding an agreement for the solar panel array located on the McMillan Memorial Library roof. The Board will return to open session and may take action regarding the aforementioned solar panel agreement.

**5:41p.m. W. Clendenning makes a motion to enter closed session, C. Broeren seconded; roll call vote; motion carried unanimously.**

**6:26p.m. R. Austin makes a motion to return to open session, K. Schill seconds; motion carried unanimously.**

## **9. OLD BUSINESS**

**9a. 2024 Budget:** Elchert had a meeting with the Mayor, the Director of Finance, and Chair of Finance and was able to update a few budget lines with the most current numbers. Elchert will bring a decreased funding request to the City, as long as Wood County will be reimbursing at 100%. She noted that the library will potentially have another complicated budget season and has made strong efforts to review the budget and find ways to cut without it coming from the City. Elchert will be doing a public presentation again, and encourages the Board to speak to their council person to support the library. The library budget is currently set to be discussed at the October 24th meeting, but Austin thinks he should ask the Mayor to move the library budget meeting date up.

**K.Heniadis motioned to approve the 2024 Library Budget, E. St. Myer seconded; motion carried unanimously**

**9b. Tuition Reimbursement Board Policy:** Personnel discussed edited tuition reimbursement policy with the full board. Feith noted that it is an additional benefit and there is no line item for this, the financial aspect should be discussed before the benefit is implemented.

**K. Heniadis makes a motion to approve policy with following edits:** Form will be renamed to Mcmillan Memorial Library Tuition Reimbursement Form. The form at the bottom will be edited to match the parameters in the policy. Under the Eligibility requirements section, number 2, ‘training’ will be changed to ‘courses’. **R. Austin seconds. Motion carried unanimously**

## **10. NEW BUSINESS**

**10a. Credit Card for Assistant Director:** Historically the assistant director has a credit card; Elchert recommends a \$10k credit limit for new AD.

**St. Myers makes a motion to approve a CC for the Assistant Director in their name at \$10k, K. Henaidis seconds.** Discussion: Feith would like it to go to the Finance committee, committee members present for discussion. Feith would like more discretion in spreading out purchasing. Galvan said the Board does not need to get into that minutia of when the money is spent, and entrusted Elchert and library staff to make those decisions. **Clendenning and Feith vote no; ayes carry, motion passed.**

**10b. Organizational Credit Limit:** \$10k from previous new staff credit cards was not added to the organizational credit limit. Currently the library staff can not purchase anything, as the organizational credit limit has been met, but staff still have an available balance on their credit cards.

**St. Myers makes a motion to increase the organization credit limit to match the credit cards at \$40k, K.Henadis seconds. Clendenning and Feith vote no, ayes carry, motion passed.**

**10c. Bulletin Board Policy:** Services would like full board approval.

**E. St. Myers makes a motion to pass the Bulletin Board Policy, W. Clendenning seconds; motion carried unanimously.**

**10d. Background Check Policy:** Personnel would like full board approval. Galvan reminded the Board that the City handles the background checks.

**K. Heniadis motions to approve the Background Check Policy, E. Kent seconds.** On advice from S. Schill, remove the Library Board mention, as it is an appointed position not requiring a background check. If a board member wants to volunteer at a program, they would be considered a volunteer in that role. Kellog asked how board members are appointed and what the parameters are. Kent said City applicants fill out an application form, talk with the Mayor, ensure they are focused on the things that should be focused on. **Motion carried unanimously.**

## **11. INFORMATION REQUESTS**

**11a. Endowment funding request:** Elchert needs direction on requesting funds from the endowment. Feith stated that requests need to come through the Finance Committee before the event/project. Library minute books are missing, which makes tracking fund lines complicated.

## **12. ITEMS FOR NEXT AGENDA**

- Update on donor boards
- Endowment: 501c3 status and need for additional Library Board member on Endowment Board

*E.Kent left meeting at 7:52pm*

## **13. ADJOURNMENT**

**W. Clendenning motioned to adjourned, K.Henaidis seconded Meeting adjourned by President Galvan at 8:05pm.**

**Respectfully Submitted: Claire Parrish, Assistant Director**