



# Board of Trustees

Meeting Minutes for

October 18, 2023

**1. Call to Order:** President Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:00p.m.

**2. Roll Call:**

**Board Members:**

Andrea Galvan

Evan O'Day

Elizabeth St.Myers

Kim Heniadis

Karen Schill

Emily Kent

Ryan Austin

Craig Broeren

Susan Feith

~~William Clendenning~~-excused

Scott Kellogg

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

**Others in Attendance:** Rick Manthe, Stafford Law; Jessica Mederson, Stafford Law; Susan Schill, City Attorney

**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 correction to 11a, second by C.Broeren. Motion carried unanimously.**

**5. TREASURER'S REPORT**

**5a. Monthly Finance Reports:** Feith noted that Mike Bovey at Legacy Grant knows the Board is working on getting an estimate for the elevator and documentation that the project will be fully funded, funds will be transferred once that occurs;

Endowment report 9/30/23: ending market value of general fund is around \$2.52 million; two smaller funds: Woodward book fund \$26, 270, Von Book Fund \$60,456.49. Donations from Nancy Star's fund of \$200; book sales from presenter at book festival of \$80; \$50 from Garden Club;

**5b. Payment of the Bills:** internal charges from City \$393.86 will appear next month. Broeren questioned the \$421 bill from S. Schill. Year-to-date percentages show there will be an overage for line 59301 WWLC, caused by the sprinkler system.

**Motion by Broeren, second by S. Feith to pay the bills with the exception of the bill from S.Schill until clarification is provided. Total of the bills is \$31,449.51. Motion carried unanimously.**

*S.Schill joined meeting late and explained that billing is music licensing agency, in order to play music or have live performances need licensing; Library was not paying for any licensing fees for a long time, arrangement where half or a quarter is paid by the Library, quarter is paid for by*



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*senior center, quarter by Parks and Rec. Billing for August 2022-July 2024, S.Schill said \$421 is total bill that should have been split between the departments, at most would be half, might even be a quarter. **Hold bill until next month to get clarification on the amount of the bill that needs to be paid by the Library.***

## 6. DIRECTOR'S REPORT

**6a. Library Use and Events:** Had very strong applicants for the open associate position and were able to hire two associates, one being an in-house promotion and the other starting later this month. A wider garden gate was installed so emergency exits can be plowed; there have been multiple leaks from the children's shelf check to makerspace during the heavy rains, Elchert will contact Quality Roofing to inquire about warranty and repairs; Elchert worked with Lowell Center staff who are taking the large print that has been weeded from the collection; children's department has done great displays and scavenger hunt, staff are building more drop in activities to encourage families to linger and play, drop-in activities are reported to the state; downstairs staff have been highlighting a board game of the month; team of interested staffers have been working to build a more engaging and relevant social media presence; Heniadis commented that the makerspace programming is amazing, very impressed.

**6b. Statistics:** Elchert shared a new format for statistics including a breakdown of averages per hour, daily visit averages, different types of programs; Elchert happy to add additional data points if interested; increased numbers from last year at this time. This data will help shape what programming we'll keep and what we need to sunset

**6c. Meet the Board:** No Meet the Board this month

**6d. Miscellaneous:**

## 7. COMMITTEE REPORTS

**7a. Services Committee:** No October meeting

**7b. Building and Grounds:**

- Elevator Project: committee would like Joe Eichsteadt to be involved in any capital projects moving forward, starting with the elevator project, covering things like scope of work and pricing.
- Donor Signage Update: rendering presented from Finishing Touches, come to next meeting to do physical walk through including potential location and design; committee all found design concept acceptable
- directed Elchert to find 2017-present Water and Electric bills; Elchert will share folder with board for review

**C. Broeren motioned to have Eichsteadt facilitate all capital improvement projects, second by K. Heniadis. Discussion:** S. Feith noted that the Board still needs to provide approval of architects and contractors. **Motion carried unanimously.**

**7c. Finance Committee:** discussion about solar financing; committee has directed Elchert to provide electric and water bills from 2017 to present.



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**7d. Personnel:** Meeting on October 30th for Elchert's evaluation at 4pm; had to be moved due to COWR finance meetings.

## 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.

**5:42 p.m. S. Feith makes a motion to enter the closed session, second by K. Heniadis; roll call vote, motion carried unanimously.**

**6:25p.m. C. Broeren makes a motion to return to open session, second by K. Heniadis; motion carried unanimously.**

## 9. OLD BUSINESS

**9a. 2024 Budget:** The Board and Elchert discussed the budget presentation. presented last Compared to last year it went better as no motions for cuts were made, but there were questions about staffing. Broeren commended Elchert for her excellent job presenting.

## 10. NEW BUSINESS

- Feith inquired how billing from Stafford will occur. After discussion, the Board will formally engage with them and agree on a retainer.

## 11. INFORMATION REQUESTS

## 12. ITEMS FOR NEXT AGENDA

- Additional library board member for the Endowment Board
- Finance Committee: Endowment Request process tutorial for any interested board members

## 13. ADJOURNMENT

**S. Kellogg motioned to adjourn, second by R. Austin.  
Meeting adjourned by President Galvan at 7:18pm.**

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