



Board of Trustees

Meeting Minutes for

December 20, 2023

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

2. Roll Call:

Board Members:

Andrea Galván

Kim Heniadis

Ryan Austin

William Clendenning

Evan O'Day

~~Karen Schill~~ - excused

Craig Broeren

Scott Kellogg

Elizabeth St. Myers

Emily Kent

Susan Feith

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

Others in Attendance: Eric, Library Staff; Eric Miller, community member; Eric Montag, Endowment Board; Jon Clark, WoodTrust; Chasten Vruwink, WoodTrust; Javan Radtke, WoodTrust;

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

4. Approval of Minutes: Motion by W. Clendenning, second by C. Broeren to approve minutes of the November 15, 2023 full Board meeting. Motion carried unanimously.

5. Endowment Accounting Update from Jon Clark, WoodTrust Bank: WoodTrust representatives presented a financial market review for the Endowment Funds.

- McMillan Library Investment Agency: \$2,569,011
- McMillan Library Investment Agency - Vaughan Book Fund: \$62,154
- McMillan Library Endowment: \$50,047
- McMillan Library Investment Agency - Witter Book Fund

6. Treasurer's Report

a. Monthly Finance Reports: Feith reviewed monthly bills.

b. Payment of the Bills: \$53,956.90

Motion by C. Broeren, second by S.Kellog to pay the bills. Total of the bills is \$53,956.90.

Motion carried unanimously.

7. Director's Report

a. Library Use and Events: Two new full time staff; Community puzzle is back; Facility updates: HVAC issues continue, library has one less dumpster; Giving Tree for gathering supplies for ODC care kits; Elchert presented at the community day for a local leadership program, six people signed up for library cards.



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b. Statistics: Elchert reviewed statistics from November.

c. Miscellaneous: N/A

d. Meet the Board: N/A

8. Committee Reports

a. Services Committee: Did not meet

b. Buildings & Grounds Committee: Met December 13th, discussion of elevator bid process and Grand Ave project; security system needs to be updated, Elchert will work with the City

- **Donor Signage Update:** review design and discuss at next Building and Grounds meeting; Elchert provided updated donor list for review

c. Finance Committee: Feith summarized December 13th meeting

d. Personnel Committee: Met on December 14th, three policies to review later in agenda.

9. Closed session: No closed session

10. Old Business: N/A

11. New Business

a. Attendance and Punctuality Personnel Policy: Elchert reviewed the policy and board discussed. Modifications were recommended.

C. Broeren motions to approve the Attendance and Punctuality Personnel Policy with edits, second by S. Kellogg. In favor: R. Austin, E. Kent, E. O'Day, C. Broeren, E. St. Myers, S. Kellogg. **W. Clendenning and S. Feith abstain. Motion carried.**

b. Workplace Expectations Personnel Policy: Elchert reviewed the policy and board discussed.

Feith motions to table the policy, W. Clendenning seconds. In favor: Feith and Clendenning. **Opposed:** Austin, Kent, O'Day, Broeren, St. Myers, Kellogg.

C. Broeren motions to approve the Workplace Expectations Personnel Policy with edits, second by E. St. Myers. All in favor: R. Austin, E. Kent, E. O'Day, C. Broeren, E. St. Myers, S. Kellogg. **Opposed:** S. Feith. **Abstain:** W. Clendenning. **Motion carried.**

c. Separation of Employment Personnel Policy: Elchert reviewed the policy and board discussed.

C. Broeren motions to approve the Separation of Employment Personnel Policy striking Scope, second by E. St. Myers. All in favor: R. Austin, E. Kent, E. O'Day, C. Broeren, E. St. Myers, S. Kellogg. **Abstain:** S. Feith and W. Clendenning. **Motion carried.**

d. 2024 Closure Dates: Elchert presented City holiday closures and staff development days

W. Clendenning makes a motion to approve holiday closures and staff development days, C. Broeren seconds. All in favor. Motion carried unanimously.



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e. **2024 Staff COLA:** Elchert looking for Board to approval City-wide 3% COLA for 2024.

C. Broeren makes a motion to approve a 3% COLA, E. St. Myer seconds. Calculation of increase will be shared with the Board. All in favor. Motion carried unanimously.

12. Information Requests

- Existing structural or equipment drawings of the elevator

13. Items for Next Agenda

14. Adjournment

W. Clendenning motions to adjourn, C. Broeren seconds.

Meeting adjourned by President Galván at 7:21p.m.

Respectfully Submitted: Claire Parrish, Assistant Director