



Board of Trustees

Meeting Minutes for

December 21, 2022

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

Eric Montag

Elizabeth St. Myers

Kim Heniadis

Karen Schill

Doug Machon

Ryan Austin

Craig Broeren

Susan Feith

William Clendenning

Scott Kellogg

Administration: Katherine Elchert, Library Director

Others in Attendance: Jon Clark, WoodTrust Bank, Sue Schill, Wisconsin Rapids 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. Agenda approval:

Motion by D. Machon, second by R. Austin to approve agenda as printed. Motion carried by unanimous vote.

5. Approval of Minutes: Motion by W. Clendenning, second by S. Feith to approve minutes as printed. Motion carried by unanimous vote.

11.16.22: No changes.

6. Annual endowment review/ report: Mr. Clark provided a summary of the annual endowment report. Mr. Clark confirmed that forming a 501(c)(3) would not adversely affect the management of the endowment. S. Feith stated that there is a minimum threshold of funding that the endowment must maintain in its corpus, and that information would be important for the Board to know at the end of the year. Mr. Clark offered to provide internet access to the endowment account balance information to both S. Feith and C. Broeren. Mr. Clark confirmed that any disbursements made from the endowment would be held in a separate money market account.

K. Schill entered the meeting at this point.

7. CLOSED SESSION: C. Broeren made a motion to go into closed session, second by R. Austin. Motion carried by unanimous roll-call vote. 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



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“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, consult with legal counsel, and consider confidential mediation regarding ERD Case No. CR202202129.

Motion by C. Broeren to approve the negotiated settlement agreement amount totaling \$2,168.60. Second by W. Clendenning. Motion carried by unanimous roll-call vote.

8. TREASURER’S REPORT

8a. Monthly Finance Reports: A. Galvan asked about the status of the fraudulent charges to a credit card account used by a former staff member. K. Elchert stated that we are still working to resolve. Future building and grounds work will now be carried out by the City, rather than through a separate contract with EMR. S. Feith also called attention to the Kone Crane bill due to a recent elevator outage. The Pick N’ Save (Kroger) credit card has also been closed. D. Machon inquired about the plan for any remaining funds that the library may have before the end of 2022, and how those funds are represented in the library’s budget. K. Elchert shared some upcoming shelving purchases that will properly showcase library materials to help increase circulation. She also shared that a select number of obsolete computers will be replaced in 2023. Library computers are purchased from SCLS for a reasonable price. K. Elchert shared that a number of collaborative agreements with the City regarding maintenance costs and projects have been extremely beneficial and appreciated.

8b. Payment of the Bills: Motion by C. Broeren, second by E. St. Myers to pay the bills as presented and place a copy on file. Total of the bills is \$49,525.42. **Motion carried by unanimous vote.**

Endowment Bill: No invoices were presented against the endowment.

9. DIRECTOR’S REPORT

9a. Library Use and Events: The Board reviewed the Library’s Programming report.

9b. Statistics: Usage is remaining steady.

9c. Miscellaneous: K. Heniadis stated that the “Gnome” program held in the library’s Makerspace was very entertaining and popular. K. Elchert shared that there were six different sessions and all sessions were full.

10. COMMITTEE REPORTS

10a. Services Committee: E. Montag provided a summary of items covered in the most recent committee meeting. K. Elchert stated that hiring staff with the Library’s services plan and desires in mind will be her priority in the future.

10b. Building and Grounds: D. Machon provided a summary of items covered in the most recent committee meeting. D. Machon stated that since the meeting, he has placed Elchert in contact with Northwind Solar to assist the library with an assessment of its solar system. The Board provided feedback to the Director on how to proceed in any meeting with Water Works and Lighting Commission.

10c. Finance Committee: S. Feith provided a summary of items covered in the most recent committee meeting. E. St. Myers shared that Solarus had been waiting on a signed contract prior to sending the final \$10K portion of the pledged amount. This contract has been provided to Solarus. The check will be deposited in the endowment. A. Galvan shared that the Bell Foundation is sending the second portion of



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their pledged amount in the amount of \$50K. This will be deposited in the endowment. The Board expresses its most sincere appreciation for the generosity of both Solarus and the Bell Foundation.

11. OLD BUSINESS

11a. Legacy Grant Report: The plan to complete the report for the Legacy Foundation was discussed. By consensus of the Board, any monies required for recognition of donors will be funded by the endowment.

12. NEW BUSINESS

12a. 2023 Closures: K. Elchert shared the library's current policies for closures versus the current policy that the city of Wisconsin Rapids uses. **Motion made by C. Broeren to utilize the city of Wisconsin Rapids holiday calendar and policy, and update the Library's own employee handbook accordingly. Seconded by D. Machon. Motion carried by unanimous vote.**

K. Elchert shared the plan for staff development days in 2023, which would involve closing the library on each day. She recommends holding quarterly staff development days in 2023. **Motion made by D. Machon to accept the Director's recommendation regarding quarterly staff development days. Seconded by E. St.Myers . Motion carried by unanimous vote.**

12b. Staff 2023 COLA: K. Elchert shared that the 3% COLA was approved by the City Council for 2023. The library Board can approve this COLA for library staff, and she recommends doing so. **Motion made by R. Austin to apply the 3% COLA evenly for all library staff, to commence on January 1, 2023. Seconded by K. Heniadis. Motion carried by majority vote with E. Montag abstaining.**

13. INFORMATION REQUESTS None.

14. ITEMS FOR NEXT AGENDA

Discussion of endowment budget for 2023. Board members who have questions for Jon Clark of WoodTrust can submit for discussion. K. Elchert laid out a plan for library policy review and approval, and that a number of policies will be forthcoming for Board consideration.

15. ADJOURNMENT

Meeting adjourned by President Galvan at 8:03 p.m.

Respectfully Submitted: Eric Montag, Board Member