



Board of Trustees

Meeting Minutes for

January 17, 2024

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

Craig Broeren

Scott Kellogg

Elizabeth St. Myers

Emily Kent

Susan Feith

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

Others in Attendance: Sheri, Library Staff; Rick Manthe, Attorney; Tom, Finishing Touch Design; Jessica Mederson, Attorney; Dennis Martin, library patron; Eric Miller, member of the public

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 K. Heniadis, second by S. Kellogg to approve minutes of the December 20, 2023 full Board meeting. Motion carried unanimously.

K. Schill arrived at 5:02pm

5. Donor Signage Update: Tom from Finishing Touch Signs provided an updated design for donor wall and signage, board discussed. Feith would like to see donor signage with names on one line, some background colors that are complementary and provide enough contrast.

Tom will provide an updated proof and proposal.

6. Treasurer's Report

a. Monthly Finance Reports: Feith shared December report; one change resulted in a credit. January report reviewed and updated; monthly charges equal \$140,346.73. Elchert noted the one time payment to SCLS is made in January which increases the monthly bills.

b. Payment of the Bills:

W. Clendenning motions to approve the bills at \$140,346.73, second by K. Schill. Motion carried unanimously.



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S. Kellog makes a motion, K. Schill seconds to approve Rotary dues for Parrish from the Endowment Fund. Motion carried unanimously.

7. Director's Report

a. Library Use and Events: Wood Co. able to appoint another rep based on the amount of funding given to the library, starting in May, Wood Co. could have another board rep appointed; winter staff development day occurred on Jan. 15th; Library Assistant moved on to full time job, new Library Associate started in January; new storytime started; MyPC software staff use to control computers, updated booking time to two hours from one

Facility updates: Elchert walked through the building with Tyler from City Hall IT, seven additional doors will be added; all City buildings are making this change; quote included in packet.

b. Statistics: Elchert reviewed December statistics.

c. Miscellaneous:

d. Meet the Board: Library staff Sheri introduced herself.

8. Committee Reports

a. Services Committee: Services met last Tuesday, policy to recommend further into agenda; started completing inclusive services guide, Heniadis will share sections for other committees to complete in the near future; mission statement possibilities will be reviewed at next meeting.

b. Buildings & Grounds Committee: committee met Jan. 10th; Austin and Elchert met with Eichsteadt from the City who informed them they could include 2-3 handicap parking spots in the Lincoln St project; also looked at East Grand entrance, biddable documents ready by this spring; Otis will be on site on January 24th at 1pm to look at elevator.

c. Finance Committee: committee met Jan. 10th; carry over information has not been shared from the City Finance Dept; planned to recommend to the Board that \$50,000 from carryover be used to match Legacy Grant, but will wait until carryover document made available.

Endowment Board a walking quorum; S. Schill will confirm.

d. Personnel Committee: did not meet in January.

9. 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



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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.

6:17pm W. Clendenning makes a motion to go into closed session, seconded by S. Feith. Motion passed unanimously.

7:10p.m. W. Clendenning motions to move into open session.

10. Old Business

a. Donor Signage: N/A

b. 2024 Facility Updates: N/A

11. New Business

a. Programming Policy: Elchert reviewed the policy.

E. St. Myers motions to approve the programming policy, K. Heniadis seconds. Motion passed unanimously.

12. Information Requests: N/A

13. Items for Next Agenda: N/A

14. Adjournment

S. Kellog motions to adjourn.

Meeting adjourned by President Galván at 7:17p.m.

Respectfully Submitted: Claire Parrish, Assistant Director