

**MINUTES**  
McMillan Memorial Library  
Board of Trustees  
January 20, 2021

**DRAFT**  
Subject to  
Approval

President Farmbrough called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:00 p.m.

**ROLL CALL ATTENDANCE:**

Present via Zoom: David Farmbrough, Andrea Galvan, William Hascall, Kevin Finbraaten, Heather Gygi, Susan Feith, Anne Zacher, and Scott Kellogg.

Present in person: William Clendenning

Absent: Craig Broeren

Administration: Andrew Barnett, Vicki Steiner, Brian Kopetsky, and Alicia Woodland.

Others in attendance: Eric Blowers, Alexandra Ramsey, and Erin O'Keefe from Engberg Anderson Architects.

**Mr. Barnett established that this was an open meeting conducted via Zoom and appropriate public notice was given.**

**CORRESPONDENCE:** Jon Clark's mother, Mary Clark passed away on January 14, 2021. The family has named McMillan Library as the beneficiary of memorials given in honor of Mrs. Clark.

**MINUTES: A motion to approve the Minutes of the December 16, 2020 Library Board meeting was made by Mr. Hascall, second by Ms. Galvan. Motion carried.**

**TREASURER'S REPORT:** Mr. Barnett presented the financial reports for the year ending 2020 and January 2021. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Hascall, second by Mr. Kellogg. Motion carried**

President Farmbrough introduced Ms. Ramsey from Engberg Anderson Architects. Mr. Blowers presented project documents which reflect 75% completion of construction documents with options for finishes as presented at the Building and Grounds committee meeting on January 13, 2021.

Door handles and locks, ADA Signage, Fine Arts Center seating, coiling door for All Purpose Room were presented.

Ms. O'Keefe presented options for finishes. Carpet, paint color and display case laminate, Makerspace finishes, graphics, baffles, and acoustic panels and New Concrete solid surface were presented.

Meeting room finishes were presented, Pitch carpet, glass graphics, Brazilwood laminate, and New Concrete solid surface were shown.

Study rooms with wood frame doors with glass and vinyl graphic numbers, New Concrete solid surface finishes were presented,

Fine Arts Center finishes were presented. Flooring features include Tarkett Lenza stage floor and Harmonize Iron carpet, a hard surface floor under seating similar to carpet color were selected, Marquee seating with fabric yet to be selected. Dressing rooms will feature a lighter gray linoleum, New Concrete solid surface counters and general paint 1 with teal accent.

All Purpose Room finishes grey linoleum floor, Brazilwood laminate, New Concrete solid surface. Discussion followed.

Mr. Blowers presented the schedule. February 10<sup>th</sup> they will present 95% completion documents for discussion with the Building & Grounds Committee followed by a presentation to the Board on February 17<sup>th</sup>. Discussion followed.

**A motion to approve the fixtures, furnishing, seating, and glass graphics as presented was made by Ms. Galvan, second by Mr. Hascall. Motion carried.**

Mr. Barnett updated the Board on current funding and the EDA Grant application process. Discussion followed.

**A motion was made by Mr. Clendenning, not to pursue a North Central Regional Planning Commission EDA grant, second by Mr. Kellogg. Motion carried.**

**A motion to consider further fundraising at a committee of the whole was made by Mr. Kellogg, second by Mr. Hascall. Motion carried.**

DIRECTOR'S REPORT:

Library Use and Events –We are continuing curbside service and will until the Health Department recommends we resume full service. December online programs included Old Befana by Ken Lonquist.

Building & Grounds – The upgrades to the McCourt Room and hallway are finished. It is now a more flexible room for public use. The air purification system is installed and operational. Mr. Clendenning would like to talk about Library security at the next Board meeting.

Budget – The City and County budgets have been approved with no changes to our request. McMillan is receiving capital style funding for the project as promised, but not for the elevator. We do not have carry over numbers for the budget yet.

Miscellaneous – Several staff members attended the virtual Library Journal Design Institute on November 18. There is a Red Cross blood Drive scheduled for New Year's Eve and January 7. Our staff is preparing a presentation about our outdoor escape room for a Library Journal program. Despite appearances, 2020 was a sunnier year than 2019, at least in terms of solar production. The City has granted employees an additional 80 hours of COVID related sick leave starting 1/1/2021. All previous special COVID sick leaves expire then. Marshfield Director Jill Porter will replace Mr. Barnett on the SCLS Administrative Council.

COMMITTEE REPORTS:

The Building and Grounds Committee met on January 13, 2021 Discussion took place during the presentation of the Learning Futures Project with Engberg Anderson.

## MINUTES

McMillan Memorial Library  
Building and Grounds Committee  
January 13, 2021

President David Farmbrough called the meeting of the McMillan Memorial Library Building and Grounds Committee to order at 5:00 p.m.

### ROLL CALL ATTENDANCE:

Present via Zoom: David Farmbrough and Susan Feith.

Present in person: William Clendenning

Absent: Heather Gygi and Kevin Finbraaten

Administration: Andrew Barnett, Vicki Steiner, Brian Kopetsky, Kerry Preece, and Alicia Woodland.

Others in attendance: Eric Blowers, Alexandra Ramsey, and Erin O'Keefe from Engberg Anderson Architects

**Mr. Barnett established that this was an open meeting conducted via Zoom and appropriate public notice was given.**

Lacking a quorum, those attending the meeting continued with review of the Learning Futures document.

Mr. Blowers of Engberg Anderson presented the project documents completed at 75%. Door Hardware options, card access for makerspace door, ADA signage, theater seating, coiling door for kitchenette were discussed.

Finishes were presented.

Accent carpet between the Children's carpet and upper lobby welcome area, display case laminate options, graphics throughout the area, fabric for seating in the Fine Arts Center, Fine Arts Center flooring, and the All Purpose Room acoustic tackable surface was discussed.

**The meeting was declared adjourned at 7:50 p.m.**

Respectfully submitted,  
Vicki Steiner, Secretary

The By-Laws Committee met on December 21, 2020. The Committee presented the revised By-Laws as approved by the committee. Discussion followed.

## MINUTES

McMillan Memorial Library  
Bylaws Committee  
December 21, 2020

- I. Chairperson Feith called the meeting of the McMillan Memorial Library Bylaws Committee to order at 5:05 p.m.

ROLL CALL ATTENDANCE:

Present via Zoom: David Farmbrough, Susan Feith, William Hascall and Scott Kellogg.

Present in person: William Clendenning

Administration: Andrew Barnett and Vicki Steiner

Others in attendance: Attorney Nicholas Flanagan via Zoom.

**Mr. Barnett established that this was an open meeting conducted via Zoom and appropriate public notice was given.**

- II. Ms. Feith introduced Attorney Nicholas Flanagan. Mr. Flanagan presented a revision of the Bylaws dated 10/8/20.

Article I Identification: Approval of recommended changes to Article I was agreed to by consensus.

Article II: **A motion was made by Mr. Clendenning to change the title of Article II to *Duties of the Board of Trustees*, second by Mr. Kellogg. Motion carried.**

**A motion was made by Mr. Hascall to ask Mr. Flanagan to present language in three categories he's suggested in Article II and create Section 7-9, second by Mr. Kellogg. Motion carried.**

Article III, Membership

Section 2 Nick will present language changing Library Director to Library Secretary.

Ms. Feith noted approval of language changes of Section 2.

Article IV Officers

Section 1. Mr. Flanagan is to add revision language if an officer vacancy occurs as presented and discussed.

Consensus that red line language in Section 1 accepted.

Section 2. Language as presented without change. Development of a purchasing policy is recommended.

Section 3. Ms. Feith noted a consensus to accept adding language "A true and accurate record."

Article V Meetings

Section 1. Regular Meeting: Ms. Feith noted language changes were approved.

Section 3 Special meetings: Ms. Feith noted language changes in section 3 approved.

Section 4 Quorum: language accepted by consensus

Section 5 Open meetings: Mr. Flanagan added section 5 on Open Meeting Law Compliance and removing WI statute language. The Section 5 addition was accepted.

Section 6 Minutes: Mr. Flanagan added section 6 – Minutes, Language accepted as presented.

Section 7 Original Article VII Parliamentary Authority was moved to Section IV Section 7 with additional language added. Ms. Feith noted this language accepted as presented.

Article VI Committees

Section 1- Standing committees language. Mr. Flanagan will correct language noting: *no fewer than 3 members* on each committee and adjust language in the last

sentence to read *a majority of voting members*. A motion was made by Mr. Hascall, second by Ms. Feith to change language. Motion carried.

Section 3 – Language referencing article IV, section 4 for nominating committee was added. Language approved

Section 4: Section added with language regarding Ad Hoc Committees. Language accepted by consensus.

Article VII Amendments - proposed changed to *Conflict of interest*

Three sections added to reference conflicts of interest.

A motion to accept language and changes to section VII as presented and discussed was made by Mr. Hascall, second by Ms. Kellogg. Motion carried.

Article VIII General

Add section 1 with language on voting.

Move original section 1 to become section 2.

A motion to adopt Article VIII changes as presented and discussed was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried.

Mr. Flanagan will draw up a revised version of the Bylaws updated to reflect changes as approved. The committee recommends presenting the revised Bylaws to full Board at the regular monthly meeting on January 20, 2021.

### **III. Ms. Feith declared the meeting adjourned at 6:12 p.m.**

Respectfully submitted,  
Vicki Steiner, Secretary

**A motion to rescind the current By-Laws revision and send it back to committee requesting consideration of language to be added to the By-Laws for meeting a quorum was made by Mr. Kellogg, second by Mr. Hascall. Motion carried.**

OLD BUSINESS: There were no items of Old Business

NEW BUSINESS: There were no items of New Business.

**A motion to adjourn was made by Mr. Kellogg, second by Mr. Hascall. Motion carried and the meeting adjourned at 6:22 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on February 17, 2020 at 5:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary