

MINUTES
McMillan Memorial Library
Board of Trustees
February 16, 2022

DRAFT
Subject to
Approval

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

Ms. Galvan established that this was a public meeting and appropriate public notice was given.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Kim Heniadis, Susan Feith, Craig Broeren, Eric Montag, Doug Machon, Scott Kellogg, William Clendenning, Ryan Austin, Karen Schill, and Elizabeth St. Myers
Administration: Andrew Barnett and Vicki Steiner

CORRESPONDENCE: There were no items of correspondence

MINUTES: **A motion to approve the Minutes of the January 19, 2022 Library Board meeting was made by Mr. Clendenning, second by Broeren. Motion carried.**

TREASURER'S REPORT: Ms. Feith reviewed the bills and all are in order. The financial reports for February 2022 were presented. **A motion to pay the Operating and Endowment Fund bills and file the financial reports was made by Mr. Clendenning, second by Mr. Austin. Motion carried.**

DIRECTOR'S REPORT:

Library Use and Events – Snowshoe walk at Powers Bluff was delayed until March 12 due to weather; Red Cross blood drive on February 10 and again on March 25; Wisconsin Historical Society display through February 26. (<https://www.mcmillanlibrary.org/shoulders>). Pre-Covid hours resumed January 31. Continuing programs include Family Fun kits, virtual yoga, Book Bingo, Lego Builder competition, anime series, Monday night makers and Write Night. Student art will be here March through May. The Wisconsin Jazz Orchestra will perform on March 10, after an educational appearance at Lincoln. This will be our first concert in 24 months. Monday Movies are scheduled to resume on March 7.

Building & Grounds –New shelf ends for the Adult Fiction and Non-Fiction are being installed with help from the City. Library and City staff have done exceptional work in moving the shelves and books.

Learning Future Update

EAA did their furniture punch list, with only a few pieces delayed. A proposal for donor recognition is being prepared. Only a few small matters remain before the punch list is compiled. Occupancy should be available shortly for the meeting / study rooms and the makerspace. The Adult Desk is back in service. We expect a final accounting of donation / expenditures and reports to major donors will be completed before April 30.

Miscellaneous – The state annual report should be ready for Board approval.

COMMITTEE REPORTS:

Mr. Kellogg reported on the Personnel Committee meeting held on February 2, 2022.

The library director search process was discussed along with the timeline and beginning salary. Job descriptions will be discussed at next committee meeting. Wage compensation and classification will be discussed under New Business. The next meeting will be held on March 2 at 4pm

Mr. Montag reported on the Services Committee meeting held on February 8, 2022. Changes to the Meeting Room Use Policy was reviewed.

A motion to approve the study room portion of the meeting room policy was made by Ms. Feith, second by Mr. Kellogg. Motion carried. The balance of the policy will be presented later.

Ms. Feith reported on the Finance Committee meeting held on February 8, 2022. The position of library director was discussed. Class and comp study information was presented by the Library Director. The consensus of the Board is to wait for a new director to do the study. Cash handling procedures and financial aspects of an open house will be discussed at the next meeting.

Sample job postings from the City and SCLS were shared and a draft copy of the job ad was included in today's packet. A base salary of \$92,255 will be placed in the ad, the City Human Resources Department will collect applications.

A motion to create an application deadline was made by Ms. Feith, second by Mr. Clendenning. Motion carried.

A motion to set an application deadline of March 18th was made by Ms. Feith, second by Mr. Clendenning. Motion carried.

A motion to adopt the position opening as revised was made by Mr. Montag, second by Mr. Clendenning. Discussion followed. Motion carried.

Mr. Clendenning requested information on a possible open house. Ms. Feith reviewed parameters for cost and date of event. Discussion followed. Staff will bring information to the next Board meeting.

OLD BUSINESS:

Library Director Search:

Discussed under Finance Committee Report.

Review Job Descriptions:

Will be discussed following the Personnel Committee meeting in March.

NEW BUSINESS:

Consideration of proposals for a wage compensation and classification study of all staff positions. **A motion to table discussion was made by Mr. Machon, second by Ms. Feith. Motion carried.**

Mr. Barnett presented the 2021 Wisconsin Department of Public Instruction Public Library Annual Report.

A motion to approve the report was made by Mr. Kellogg, second by Ms. Schill. Motion carried.

Mr. Barnett presented the 2021 Statement Concerning Public Library System Effectiveness.

A motion to approve the statement was made by Mr. Broeren, second by Ms. Feith. Motion carried.

A motion to go into closed session "pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility," was made by Mr. Broeren, Second by Mr. Austin. Carried by roll call vote.

- a. In closed session the Board may consider employment, promotion, compensation for a public employee.**

The Board returned to open session.

ITEMS FOR NEXT AGENDA:

Surplus disposal of property

A motion to adjourn was made by Mr. Clendenning, second by Mr. Machon. Motion carried and the meeting adjourned at 7:29 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on March 16, 2022 at 5:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary