



Board of Trustees

Meeting Minutes for

February 21, 2024

1. Call to Order: Vice President St. Myers 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: Allie, Library Staff; Dean Veneman, City Councilman; Eric Montag, member of the public

3. Open Meetings Declaration: Vice President St. Myers 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 January 17, 2024 full Board meeting. Motion carried unanimously.

Galván joined the meeting at 5:05pm

5. Treasurer's Report

a. Monthly Finance Reports: Elchert gave an explanation of charges related to the building

b. Payment of the Bills: \$64,555.61

C. Broeren motions to approve payment of the bills, \$64,555.61. W. Clendenning seconds. Motion carried unanimously.

Kent joined the meeting at 5:15pm

6. Director's Report

a. Library Use and Events: hiring a Library Assistant, downstairs has been painted, hoping to also paint the Tech Services work room; recommendation to install new lighting on first floor; installing vape detecting sensors in a few areas upstairs.

b. Statistics: 11,000 visits in January, circulated over 15k items; programming numbers strong, including an increase in movie attendance.

c. Miscellaneous: N/A

d. Meet the Board: Allie, Customer Services Lead in Tech Services, shared about her role.



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7. Committee Reports

a. Services Committee: Did not meet

b. Buildings & Grounds Committee: updated numbers for sign design; talked through different upcoming projects; digitizing the library's blueprints

c. Finance Committee:

- Met on the 14th, in order to facilitate moving forward with obtaining Legacy Grant, structural engineer needs to take a look at the building; would need to get two RFPs - structural engineer to see if could just refurbish/can expand the cab or widen the door opening; second RFP would go out to decide which elevator vendor who would do the work.

C. Broeren moves to have Jerry Feith coordinate a RFP to get structural engineering quotes for potential elevator expansion, second by E. O'Day. Motion carried unanimously.

- Discussed signage cost in relation to materials used, preferred the better quality material and larger size. Board would like an actual mockup with a longer donor name and an updated proposal with taxes removed. Donor name list also needs to be finalized.

C. Broeren moves that every board member has to review the donor name list within 48 hours, then the list will be submitted as complete and the board will proceed with signage as discussed, E. O'Day seconds. Motion carried unanimously.

- Most current Endowment fund numbers are available; carry over funds still in process, Finance Director needs to share most updated numbers with Elchert and Feith.

d. Personnel Committee: Met 2/15; personnel policy statement later in meeting; inclusive services guide

Discussion about Library Board members knowledge of the Endowment Board as well as meeting postings. Board agreed to post notice of meetings with no library business discussion occurring in the event of a quorum.

8. 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 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.



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6:18pm K. Heniadis motions to go into closed, K. Schill seconds. Roll call vote, Henaidis, Schill, Kent, Galván, O’Day, Broeren, St. Myers, Kellogg, and Feith in favor, W. Clendenning against. Councilperson Dean Veneman joined the closed session at the invitation of the Board.

6:44 W. Clendenning motions to go into open, C. Broeren seconds. Motion carried unanimously.

9. Old Business

- a. 2024 Facility Updates: Austin not present
- b. Elevator / E Grand Ave Entrance Project Updates: covered in committees

10. New Business

- a. Personnel Policy Statement: recommendation from Personnel is that the statement be applied to City personnel policies, above the Purpose section

C. Broeren motions that policy statement added to all policies adapted from the City. S. Kellogg seconds. Motion carried unanimously.

b Project Manager for the Elevator / Entrance Project: discussed earlier, wouldn’t need a project manager, scope of project small enough

- c. 2023 Annual Report: Elchert discussed the annual report

C. Broeren moved to approve the annual report with the signature of the vice president, second by W. Clendenning. Motion carried unanimously.

11. Information Requests: NA

12. Items for Next Agenda: Endowment presentation for April meeting

13. Adjournment

K. Heniadis moved to adjourn, K. Schill seconds. Motion carried.

Meeting adjourned by Vice President St. Myers at 7:17p.m.

Respectfully Submitted: Claire Parrish, Assistant Director