



Board of Trustees

Meeting Minutes for

March 15, 2023

1. Call to Order: President Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:06 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: Scott Prah, Dawn Prah, Shannon Guenther, Jeff Penzkover, Mayor Shane Blaser.

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 E. Montag, second by D. Machon 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 of the February 15, 2023 full Board meeting. Items for next agenda should have included moving Director's 6-month evaluation to March meeting, policy items also moved back to March. **Motion carried by unanimous vote.**

Following commentary from W. Clendenning, going forward the Approval of Agenda will be removed from the Agenda.

6. NEW BUSINESS

6a. Solar Panel Array: D. Machon relayed that the Board began preparing for the solar array buyout payment to Viking Electric (due August 2023) and became concerned when it received information that materials used in the array were obsolete and suppliers had allegedly gone bankrupt. The Board is concerned about purchasing a system that is not functioning properly. At Board request, Northwind Solar provided an assessment that stated that output is not what it should be. This led the Board to several questions regarding the system's production and reliability.

Mr. Scott Prah, Owner of Viking Electric, informed the Board as follows: He said that both the Library Board and Andrew Barnett, the Library Director at the time, were aware of the issues surrounding 10k Solar's business, but still felt the system that Viking provided was the right choice. (10K Solar is the

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manufacturer of a critical piece of the array that is thought to be failing.) However, due to the concerns, Andy and the Board insisted on obtaining spare parts in case they were necessary.

Mr. Prah! further stated that he intends to return to McMillan once the snow has cleared to determine what needs to be fixed. He stated that system has been reliable, and that he intends to be fair with McMillan. He also stated that 10k Solar did not go bankrupt, and that another company has since obtained the rights to the production of inverters that were produced by 10k Solar. Mr. Prah! himself is certified to perform work on the library's system, and he stated that he could easily teach other interested library or city employees what to look for if the system were to be failing. He did acknowledge that production from the system appears to be down approximately 20%, but it is impossible to know what caused this reduction without inspecting the system first.

Mr. Prah! further stated that Mr. Barnett insisted on drawing up the contract based on a 6-year term, with the library purchasing the system at the end of that term.

D. Machon: Is Viking willing to re-negotiate points in contract? **S. Prah!:** Yes.

D. Machon: Is Viking willing to renegotiate price of buyout? **S. Prah!:** Yes.

K. Schill: How long would spare parts last? **S. Prah!:** The library should not even need them.

D. Machon: Can system be fixed if needed? **S. Prah!:** Yes.

S. Feith: Inquired about the failure rate of the inverters used in the array; which is thought to be 15% per year. **S. Prah!** feels certain that there are enough spare inverters to get through the life of the system. He stated the typical life of a solar array is 25 years.

D. Machon: If power grid goes down, is the array then off? **S. Prah!:** Yes. **D. Machon:** Is there a way for the array to provide energy if the grid is down? **S. Prah!:** Not without the use of batteries. McMillan's array does not utilize batteries.

K. Elchert: Will heavy snow cover adversely affect panels? **S. Prah!:** Snow cover is best left alone so as not to damage the panels.

R. Austin: Would like to see a report itemizing what repairs are necessary to get system back up to proper working order. **S. Prah!:** A report will be provided once he can inspect the system.

E. Montag: Is the array being monitored right now as described in Exhibit 2 of the contract? Would McMillan be alerted of problems going forward? **S. Prah!:** Yes.

E. Montag: Inquired in Viking has records of system maintenance as described in Exhibit 6? **S. Prah!:** System has been checked twice, once at commissioning and the second on October 9, 2017. Mr. Prah! stated that Mr. Barnett told him that he would call Viking if there was a problem with the system.

S. Prah!: Inquired about the gentleman who was associated with the Board several years back and was a strong advocate for solar energy use. Mr. Prah! was informed that the gentleman that he was referring to was Rick Potter. Mr. Prah! closed by stating that he did not arrange the contract to make money, and that there was never any charge for the labor in creating the array. The cost of the array was for the loan that was used to purchase materials used. Once the loan is paid off, McMillan will own the system. Mr. Prah! verified that the current balance on the solar array loan is \$144,364.



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The Board expressed its appreciation to Mr. Prah and his wife for coming to speak in person and answer questions.

At the conclusion of the meeting this follow up was agreed upon between Mr. Prah and the Library Board: When snow is gone, Mr. Prah will return to the library and inspect the system to determine what repairs are needed and provide the report of needed repairs. Mr. Prah's report will be directed to the Buildings and Grounds Committee for review.

Motion by W. Clendenning, second by S. Feith to request that President Galvan contact Attorney Flanagan regarding contacting the Rick Potter estate. Motion carried by unanimous vote.

7. TREASURER'S REPORT

7a. Monthly Finance Reports: K. Elchert described the past duties of the Administrative Services Manager, versus the duties that currently would remain to that position if it still existed. Copies of 2022 finance report reviewed. There might be some outstanding bills from 2022 yet, including reimbursements to the City, etc. before the year can be officially closed. S. Feith stated it would be nice to be able to compare costs of having certain work done through individual vendors versus having that same work done through the City. K. Elchert stated that the City and Library continue to collaborate on cost savings initiatives with great success. This was followed by a discussion regarding how bills are coded for payment, and how this difference in coding will lead to differences in budget line spending compared to what the Board might be used to seeing.

7b. Payment of the Bills: Motion by W. Clendenning , second by D. Machon to pay the bills as presented and place a copy on file. Total of the bills is \$49,204.92. **Motion carried by unanimous vote.**

Endowment Bill: No invoices were presented against the endowment.

8. DIRECTOR'S REPORT

8a. Library Use and Events: It was a shorter month last month with some closings due to cold weather, and these both impacted library usage.

8b. Statistics: 104 patrons added last month. We continue to loan out more of our materials than we request. Nearly 900 items added, with 600 items removed due to becoming outdated or damaged. WiFi usage increased, and gate count is up.

8c. Meet the Board: Shannon Guenther was introduced to the Board. She is a Library Associate. Shannon has been at the library for 10 years, started as an Assistant (Shelver) and then moved to becoming an Associate. She has taken on some duties in cataloging. Her favorite desk to work is Children's desk. She shared some information about the recent staff development day, and some skills that staff learned.

8d. Miscellaneous: None.

9. COMMITTEE REPORTS

9a. Personnel Committee: S. Kellogg provided a summary of items covered in the most recent committee meeting.

9b. Building and Grounds: D. Machon provided a summary of items covered in the most recent committee meeting.



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9c. Finance Committee: S. Feith provided a summary of items covered in the most recent committee meeting.

10. OLD BUSINESS

10a. Director and Assistant Director Job Descriptions: The Board reviewed the job descriptions. **Motion by D. Machon, second by K. Schill to approve the job descriptions as presented. Motion carried by unanimous vote.**

10b. Legacy Grant: President Galvan shared the Legacy grant, if awarded, could be used to replace the elevator and re-open the front entrance that faces Grand Avenue. Discussion followed surrounding which members of the Board would be willing to put together a presentation to give to Legacy on April 19th. **Motion by D. Machon, second by R. Austin to move forward with completing phase two of the Legacy grant request.** E. St.Myers stressed the importance of making sure that pursuing the grant does not overstress the library staff, as they are already short-staffed due to recent retirements. **Motion carried by unanimous vote.**

10c. McMillan Memorial Library By-Law Amendment: Proposed amendment to add the office of Secretary. Verbiage of the amendment introduced.

11. Closed Session

D. Machon made a motion to go into closed session, with second by S. Feith. Motion carried by unanimous roll-call vote. Motion to convene into Closed Session pursuant to WI §§ 19.85(1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. In closed session, the Library

Board will conduct the Library Director's six-month review.

The Library Board will reconvene into Open Session and take any action resulting from Closed Session.

12. INFORMATION REQUESTS None.

13. ITEMS FOR NEXT AGENDA None.

13. ADJOURNMENT

Meeting adjourned by President Galvan at 8:55 p.m.

Respectfully Submitted: Eric Montag, Board Member