

MINUTES
McMillan Memorial Library
Board of Trustees
March 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
Others in attendance: Attorney Nick Flanagan

CORRESPONDENCE: None

Motion to appoint Mr. Barnett take minutes by Machon, seconded by Broeren. Motion carried.

Attorney Flanagan gave a presentation titled Library 501c(3) Foundations / Endowment Fund. Handout attached to Minutes. Discussion followed.

MINUTES: A motion to approve the Minutes of the February 16, 2022 Library Board meeting was made by Clendenning, second by Feith, with a correction. Motion carried.

TREASURER'S REPORT: Ms. Feith reviewed the bills and all are in order. The financial reports for March 2022 were presented. **Motion by Clendenning seconded by Austin to get a one year contract with Tweet Garot. The Board plans to seek proposals for 2023. Motion carried.**
A motion to pay the Operating and Endowment Fund bills and file the financial reports was made by Machon and seconded by Austin, with exceptions noted (three books bills). Motion carried.

DIRECTOR'S REPORT:

Library Use and Events – Programs included a virtual tour of a volcano; author Troy Schoultz, the re-start of Monday Movies, and our first indoor concert in two years. Red Cross blood drive on March 25. Youth art on display through the end of the month, with a reception scheduled on March 14 at 4:00 pm. Our meeting rooms are available for booking again.

Building & Grounds – The theater is being connected to our digital HVAC controls, which should improve comfort and save money.

Learning Future Update

- Only a few items remain to fix. Graphics are the remaining major piece, with a walk through planned March 15.
- We expect a final accounting of donation / expenditures and reports to major donors will be completed before April 30.

Miscellaneous – The cross county reimbursement form is ready for Board approval. Mary Dern has tendered her resignation after a quarter century of service.

COMMITTEE REPORTS:

Services Committee.

- **Motion to approve the Meeting and Study Room Policy by Austin, seconded by St. Meyers. Motion carried.**
- **Motion to table for a month the Programming Report format by Machon, second by Feith. Motion carried.** Staff will start using the form in the interim.
- **Motion by Montag, seconded Machon that materials in the makerspace will be subject to a minimum 10% markup. Motion carried**

Personnel Committee.

Report on the Employee Job Description and Evaluation Forms.
Employee Handbook Revision was discussed. City Attorney and HR have been consulted. Discussion ensued concerning the sick leave policy, which is not in accord with City non-union policies. A meeting is planned with the City Attorney and HR Director. The need for a series of policies to govern the Library met with general approval.

Finance Committee

Motion to extend the application deadline until April 3, by Machon seconded by Feith. Motion carried. All listings will be updated.

Motion by Montag, seconded by Heniadis to post the position on the ALA website. Motion carried.

Old Business:

Donor Recognition proposal was referred to Building & Grounds.

Motion to authorize SCLS to file Adjacent County reimbursement by Feith, second by Broeren. Motion carried.

Motion to table items C and D, by Machon, seconded by Feith. Motion Carried.

NEW BUSINESS: **Motion to go into closed session pursuant to Section 19.85 (1) (c), Wisconsin Statutes, for the purpose of considering “employment, promotion, compensation or evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.” by Broeren, seconded by Austin. Motion approved by roll call vote.** The Board later returned to open session.

INFORMATION REQUESTS: **None**

ITEMS FOR NEXT AGENDA: **None**

A motion to adjourn was made by Clendenning, second by Kellogg. Motion carried and the meeting adjourned at 8:45 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on April 20, 2022 at 5:00 p.m.

Respectfully submitted,
Andy Barnett, Library Director