

**MINUTES**  
McMillan Memorial Library  
Board of Trustees  
March 18, 2020

**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.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Anne Zacher, David Farmbrough via phone, Kevin Finbraaten, Craig Broeren, William Clendenning, William Hascall via phone, and Heather Gygi via phone.

Absent: Scott Kellogg and Susan Bovee

Administration: Andrew Barnett and Vicki Steiner

**Mr. Barnett established that this was an open meeting as the Library doors are open and staff there to direct interested parties to the meeting.**

CORRESPONDENCE: A letter was received from Legacy Foundation of Central Wisconsin notifying McMillan Library of their approval for a matching grant of \$1,000,000 for the Adult Room and Fine Arts Center renovation project.

MINUTES: **A motion to approve the Minutes of the February 19, 2020 Library Board meeting was made by Mr. Broeren, second by Ms. Zacher. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for March 2020. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Kevin Finbraaten. Motion carried.**

Director's Report:

Library Use and Events – We closed as of March 16 and will stay closed through April 4th as a minimum due to COVID-19. The KIDZArt display had its opening reception on March 11th. McMillan hosted a literacy night with Assumption. We had many special events for ARTiGras 2020, including a Bruce Springsteen concert video, two foreign films, an art-based board game event and Welsh band Calan in concert (176 attendance). McMillan also coordinated ARTiGras events and publicity. Staff is running escape room programs on a regular basis, showing great ingenuity.

Building & Grounds – The nine damaged windows have been replaced. We should plan on recaulking the remaining windows for energy savings and to prevent damage, but the cost means it's a future project. We are reapplying waterproofing to the balcony. This will improve public safety and prevent damage to the building. The last application lasted for fifteen years. We are seeking proposals to repair and upgrade our irrigation system, which was disrupted by Grand Avenue construction. The system has not be upgraded since it was installed in 1970.

Miscellaneous – The UniverCity project will be selecting activities soon. Our display space is booked for the rest of the year: March – KIDZArt; April-May – WRPS High School Art; June - MCM photography contest; July – McMillan library history (50 years of McMillan, 130 years of service); August – Art for All; September – MCM photography contest; October & November – WWI exhibit from the Wis. Veterans Museum; December – MCM photography contest.

Legacy reiterated the June 15<sup>th</sup> deadline for documenting matching funds on their \$1,000,000 grant. Discussion followed on starting first contacts. Mr. Barnett will update the letter noting the circumstance. We will fill in the balance of the list with who call.

OLD BUSINESS: There were no items of Old Business to bring before the Board.

NEW BUSINESS: Mr. Barnett presented the McMillan Library Infectious Disease Pandemic Response Plan. (Copy attached to the Original Minutes) Discussion followed. **A motion to approve the Infectious Disease Pandemic Response Plan with the change to remove references to Covid-19 and replace them with less specific language, was made by Mr. Broeren, second by Mr. Finbraaten. Motion carried.**

**A motion to adjourn was made by Ms. Zacher, second by Mr. Broeren. Motion carried and the meeting adjourned at 5:45 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on April 15, 2020 at 5:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary