

MINUTES
McMillan Memorial Library
Board of Trustees
April 15, 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. via Zoom teleconference.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Anne Zacher, David Farmbrough, Craig Broeren, Susan Bovee, William Clendenning, Scott Kellogg, William Hascall, and Heather Gygi.

Absent: Kevin Finbraaten.

Administration: Andrew Barnett, Vicki Steiner, Brian Kopetsky, and Alicia Woodland.

Mr. Barnett established that this was an open meeting conducted via Zoom and appropriate public notice was given.

CORRESPONDENCE: There was no correspondence to bring before the Board.

MINUTES: **A motion to approve the Minutes of the March 15, 2020 Library Board meeting was made by Mr. Broeren, second by Mr. Hascall. Motion carried.**

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

Director's Report:

Library Use and Events – We have been closed since March 16 and will continue to be closed to the public until we are advised it is safe. The website has been remodeled to highlight online resources and virtual programs. We expanded the online magazine collection to include comics (mainly Marvel). The Overdrive collection was expanded through a \$250,000 statewide purchase. A community watch series is underway, which we will operate in conjunction with the Chamber's Spirit Week. Our use of social media has expanded, with all managers posting on a regular schedule. Staff volunteered to work on Election Day. Our staff and equipment collaborated with Create Portage County to make face shields.

Building & Grounds – We are planning to go ahead with waterproofing the balcony, which should not be delayed. All other projects are on hold, pending a review of the budget.

Pandemic Related Matters – From March 22 to April 18, most hourly staff has been assigned training they can do from home (50%) and assessed Emergency Paid Sick Leave (50%). This will exhaust such leave on April 18. After that point, we plan to continue to assign training (50%) and in-facility tasks (50%). The Health Department

approved this if physical distancing and sanitary processes are followed. Continued government operations are essential under the current orders. Staff are free to use other leave in place of training or in-facility tasks. If circumstances require it, the Director may change this. We will work with the City to apply for any state or federal funding.

Miscellaneous – The UniverCity project is going forward. Documents accepting the Legacy Foundation grant were filed. Preliminary documents for a City capital request for 2021 were also filed, following the previously approved five year capital plan.

OLD BUSINESS: Mr. Barnett has updated the first contact letter for the capital campaign, campaign lists have contact info listed. Mr. Barnett has asked Incourage about funds available. The matching grant deadline is June 15th. The Capital Campaign Committee will meet on Wednesday, April 22, 2020 at 5pm.

Mr. Barnett has contacted mayor-elect Shane Blaser and offered to meet with him and has sent him the campaign documents.

NEW BUSINESS: There were no items of new business to bring before the Board.

A motion to adjourn was made by Ms. Bovee, second by Mr. Clendenning. Motion carried and the meeting adjourned at 5:53 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on May 20, 2020 at 5:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary