



Board of Trustees

Meeting Minutes for

April 17, 2024

1. Call to Order: President Galván 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: Dennis Martin, Wood County Rep; Shirley, library patron; Allyssa, library staff

3. Open Meetings Declaration: President Galván established that this was a public meeting and appropriate public notice with Zoom access was given.

4. Approval of Minutes: Motion by W. Clendenning to approve minutes of the March 20, 2024 full Board meeting and the April 3, 2024 Special Board Minutes, second by E. O'Day. Motion carried unanimously.

5. Treasurer's Report

a. Monthly Finance Reports: SCLS sent two invoices for the same app, MPLC payment is annual, no bi-annual, previous months bills were modified to reflect those two changes; Feith and Elchert reviewed April invoice submittals.

b. Payment of the Bills: 43,110.37

E. St. Myers motions to approve payment of the bills, 43,110.37. Second by S. Feith. Motion carried unanimously.

E. O'Day motions to approve payment of \$175.25 for quarterly Rotary dues and meals for C. Parrish, second by S. Feith. Motion carried unanimously.

6. Director's Report

a. Library Use and Events: hired a new assistant, several staff members are going to WAPL this month, Norton attended PLA; Staff Development Day on May 3rd has been canceled, staff will be doing some training on May 23rd from home instead; started installing the new Access Security key card system, adding seven additional doors to that system; met with Solarus to discuss phone system upgrades, working towards installation; Solarus will also be remapping building to address wifi issues and



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working to enclose the network racks/wiring to make them more secure/organized; blowing fuses in the All Purpose Room, adding two amped up outlets to address the issue; another quote for light bulbs was obtained, which was more than the original quote.

Austin joined at 5:12pm.

b. Statistics: grew an average of 10 visits an hour, programming numbers are doing well

c. Miscellaneous: Elchert would like the Board to think about switching to a committee meeting of the whole, rather than individual meetings; Elchert also would like to know if Board members would like chromebooks or tablets.

d. Meet the Board: Allyssa, Library Associate

7. Committee Reports

a. Services Committee: No meeting

b. Buildings & Grounds Committee: No meeting

c. Finance Committee:

- RFP has gone out to three companies, due date for proposals is noon on April 26th, J. Feith will review them and then the Board will need to make decisions; Board discussed options outlined in the RFP
- A full set of building original drawings have been digitized by Pearl Engineering and uploaded to the Library's Google Drive
- **Quarterly Endowment Report:** market valuations as of 3/31/24

McMillan Memorial Library Endowment Fund Inc.: \$104,958.50

Vaughn Book Fund: 64,333.62

Witter Book Fund: 27,955.63

McMillan Library Investment Agency: \$2,738,880.49

- **Carryover Fund Update**

Feith met with Finance Director Desorcy to learn about the carryover budget and how the library funds are managed.

12/31/2021 Fund Balance: \$ 194,719.68	
2022 Revenues: \$1,971,712.37	
2022 Expenditures: (1,828,441.13)	



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	<i>143,271.24</i>
12/31/2022 Fund Balance: \$ 337,990.92	
2023 Revenues: \$1,870,505.03	
2023 Expenditures: (1,709,377.00)	
	<i>161,128.03</i>
12/31/2023 Fund Balance: \$ 499,118.95	

Feith reviewed options for carryover funding moving forward.

d. Personnel Committee: Met on April 4th, policies to discuss later on agenda.

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.

6:02 p.m. W. Clendenning motions to enter closed session, S. Feith seconds. Roll call vote, motion carried unanimously.

6:36 pm E. St. Myers motions to return to open session, S. Feith seconds. Roll call vote, motion carried unanimously.

9. Old Business

a. 2024 Facility Updates: n/a



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10. New Business

a. Personnel Policies: Reviewed the Time Off and Leaves of Absence policies.

E. O'Day motions to approve the FMLA Policy, E. St. Myers seconds. Motion carried unanimously.

E. O'Day motions to approve the Flexibility in Work Schedule policy, E. St. Myers seconds. Motion carried unanimously.

E. O'Day motions to approve the Funeral Leave Policy, E. St. Myers seconds. Motion carried unanimously.

W. Clendenning motions to approve the Holiday Leave Policy, E. O'Day seconds. Motion carried unanimously.

E. O'Day motions to approve the Jury Duty Policy, E. St. Myers seconds. Motion carried unanimously.

W. Clendenning motions to approve the Military Leave Policy, K. Schill seconds. Motion carried unanimously.

E. St. Myers motions to approve the Unpaid Leave Policy, E. Kent seconds. Motion carried unanimously.

E. St. Myers motions to approve the Vacation Policy for any new hires moving forward, K. Schill seconds. Per a conversation with HR, Chair St. Myers noted that the new Vacation Policy will be applicable for employees hired after April 2024; staff hired before April 2024 will be grandfathered in under the Vacation Policy from the 2013 handbook. **Motion carried unanimously.**

W. Clendenning motions to approve the Voluntary Accrued Sick Leave Donation Policy, E. O'Day seconds. Motion carried unanimously.

R. Austin motions to approve the Leave of Absence Policy. E. St. Myers seconds. Motion carried unanimously.

b. Endowment Review: discussed during Finance

11. Information Requests

- referring proposal for Board members to get laptops to Finance

12. Items for Next Agenda

- Donor Wall
- RFP

13. Adjournment

W. Clendenning motioned to adjourn, E. O'Day seconds. Motion carried unanimously.

Meeting adjourned by President Galván at 6:58pm.

Respectfully Submitted: Claire Parrish, Assistant Director